

Position description

Title	Wellbeing Coordinator, Sisters WA
Reports to	National Manager, Comprehensive Aged Support Services. (CASS)
Classification & Salary	SCHCADS Level 5 (plus super and salary packaging)
Employment Status	Part time (4 Days). Ongoing
Primary Location	52 Ruislip St, Leederville, Western Australia
Date	18 May 2022

Good Shepherd Australia New Zealand (GSANZ)

Our three-year strategy outlines the world we want to see and our role advancing in it. It also speaks to the positive impact we will deliver to support women, girls and families to be safe, secure, strong and connected. We are committed to tackling the issues of our time which adversely affect them. We work to advance equity and social justice and support our communities to thrive.

We seek to increase economic participation and wellbeing, to build resilience, improve safety and bring about system change. We offer microfinance programs and products, financial counselling and coaching, family violence support, family and youth programs, playgroups, education programs and community houses. These services are complemented by research and advocacy to address the underlying structural causes of injustice, exclusion, and inequality.

Role Purpose

This position is primarily responsible for actively promoting the health and wellbeing of Good Shepherd Sisters in Western Australia.

The role integrates the provision of direct holistic support with coordinating and managing external partnerships to achieve optimal autonomy and wellbeing for all Good Shepherd Sisters.

The role also offers some support to the Wellbeing Coordinator, Women WA In the provision of services to the Good Shepherd Women (former residents of the Good Shepherd Institutions)

Key Responsibilities

- Actively promote the health and wellbeing of Good Shepherd Sisters in Western Australia.

Strategy

- Deliver service in line with the CASS operational plan and GSANZ's strategic plan
- Adhere to GSANZ financial guidelines and financial management
- Deliver CASS activities within agreed budgets
- Contribute to risk management

People

- Demonstrate commitment to own learning and development
- Work collaboratively with the CASS team and support colleagues
- Participate actively in regular supervision
- Participate in staff development opportunities, as planned and required
- Take responsibility for own wellbeing

GS Sisters and Women

- Facilitate a range of strategies to promote a healthy ageing approach, wellness and enablement, based on evidence and industry best practice.
- Monitor and observe health and wellbeing.
- Identify any factors that may impact health and well-being and develop early, responsive strategies in collaboration with the CASS team and other professionals as appropriate.
- Maximise opportunities for the Sisters and Women to be involved in informed decision making about their care
- Deliver creative and flexible services in accordance with their choices, preferences and needs.
- Facilitate a range of strategies so the Sisters and the Women can live in the place of their choosing for as long as possible.
- Be responsive to customs, beliefs background and spirituality.
- Navigate and coordinate external aged and community services in collaboration with the person and the CASS team as required. These services should;
 - Compliment CASS direct service
 - Promote optimal outcomes for healthy ageing
 - Reduce risks commonly associated with ageing
- Advocate on Sisters behalf to external services if appropriate and with permission.
- Assist GS Women and Sisters with making medical appointments and transport as required
- Encourage and enable participation in community and mission activities (where relevant)
- Report and record any concerns or changes including any incidents or injuries immediately to your Manager
- Support Women and Sisters to complete advance care directives and other documents as required.
- Observe and make recommendations to changes in living environments and equipment to promote autonomy, independence and safety.
- Manage and coordinate hospital visits including providing emotional support.
- Coordinate milestone events including jubilees, birthdays and other significant occasions.
- Respond to medical emergencies

Service Delivery and Operations

- Coordinate care and services for all health and wellbeing-related activities as described.
- Ensure all CASS services are delivered within organisational and industry guidelines and evidence based best practice.

- Maintain case notes and other documentation
- Maintain petty cash and manage other expenditure consistent with the policies of GSANZ.

Stakeholders

- Develop and maintain constructive, collaborative relationships with the Sisters and Women of the Good Shepherd and other GSANZ teams and departments.
- Liaise with internal and external stakeholders regarding the needs and requirements of the Sisters and the Women individually and collectively.
- Manage and maintain effective relationships with all internal and external stakeholders.

Compliance

- Demonstrate behaviour consistent with GSANZ mission, values, behaviours and policies at all times.
- Maintain agreed quality standards.
- Maintain OH&S standards at all times.
- Address behaviour inconsistent with required compliance standards in a timely and appropriate manner.
- Use Personal Protective Equipment as required.
- Ensure practice complies with legislation.

Qualifications, Experience and Mandatory Requirements

- Qualifications in Community Services, Ageing/Aged Care, Nursing (Preferred) or Allied Health
- Minimum of 5 + years previous experience in aged/community care setting
- Demonstrated ability to navigate aged care systems across the spectrum including Commonwealth programs, WA State based services and Fee based programs.
- Current First Aid Certificate or willingness to complete immediately
- Demonstrate a person centric approach
- High level ability to coordinate internal and external services
- Ability to develop and foster partnerships with external organisations and individuals.
- Demonstrate a commitment to social justice and alignment with the values and mission of GSANZ
- Participate in meetings as required
- Ability to identify, report and record risk to individuals and/or GSANZ
- High level written and verbal communication and interpersonal skills
- To be “on call”, as per roster
- Attain and maintain professional registration (if applicable)
- Keep up to date with industry requirements, changes to practice and evidence in relation to healthy ageing approaches.
- Maintain effective documentation, reporting and undertake a range of other administrative duties
- Strong focus on team collaboration and support for others in the team.
- A current Drivers Licence
- A satisfactory Police Check
- A current Employee Working with Children's Check (WWCC)
- Evidence of full Covid-19 vaccination, or medical exemption

Key Selection Criteria

1. Qualifications in Community Services, Ageing/Aged Care, Nursing (Preferred) or Allied Health
2. Minimum of 5 + years previous experience in aged/community care setting
3. Demonstrated ability to navigate aged care systems across the spectrum including Commonwealth programs, WA State based services and FFS programs.
4. Demonstrate a person centric approach
5. Demonstrated ability for team collaboration and support for others in the team.

Values & Behaviours

We are all co-responsible for the delivery of the Good Shepherd Mission and living our values by modelling these behaviours in all that we do.

Value of each person | Reconciliation | Justice | Zeal | Audacity

Additional information

Employment is subject to:

- Relevant Qualifications/Registration Name
- A current national Police Record Check
- A current Employee Working with Children Check (WWCC) or state equivalent
- Proof of the right to work in Australia
- Evidence of full Covid-19 vaccination, or medical exemption

The above requirements will need to be supplied and verified prior to commencement

Work Health and Safety (WH&S): All team members are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve WH&S.

Pre-existing injury: The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist the organisation in providing a safe work environment.

Equal opportunity: Good Shepherd is an equal opportunity employer. We recognise the rich diversity of people across Australia. We are committed to ensuring that our team is reflective of the diverse community we serve and to supporting a culture of equity, inclusion and diversity. All team members have a responsibility to be familiar with and adhere to the organisation's policies and procedures.

Child Safe Employer: Good Shepherd Australia New Zealand is a Child Safe employer. Employment is subject to satisfactory referee checks, a current employment working with Children Check, National Criminal History check and proof of the right to work in Australia.

Cultural competency: Good Shepherd strives to maintain a culturally competent and inclusive workplace. All team members are expected to undergo cultural competence training as part of their professional development plans.

Salary packaging is available to all employees.