



CALD Seniors Information and Participation Project Officer

The Ethnic Communities' Council of Victoria Inc. is the peak body for ethnic and multicultural organisations in Victoria. It is a community based, member driven organisation committed to empowering people from diverse multicultural backgrounds.

Our Values

- Empowerment
- Integrity
- Respect
- Equality
- Harmony
- Inclusion
- Social Cohesion

Our Purpose

Our purpose is to help build a culturally diverse and cohesive society that is just, fair, and inclusive with specific reference to the needs and aspirations of Victorians from culturally and linguistically diverse backgrounds.

Part B: Position Specification

Role Title: CALD Seniors Information and Participation Project Officer

Term: 12 months/ Full time

Reports to: Director

Classification: SCHCDSI Modern Award
Negotiable between Level 8, Pay Point 1 - 3
\$55,350 - \$57,550 p/a

Position Statement

The CALD Seniors Information and Participation Project is a statewide initiative funded by the Victorian Department of Health to provide culturally diverse seniors with information on elder abuse and access to social participation grants. This three year, multifaceted project aims to raise awareness and improve participation among culturally diverse community members aged 60 plus.

The project has two main objectives:

1. To develop and implement a statewide community education program on Elder Abuse Prevention in partnership with Senior Rights Victoria to meet the needs of clients from culturally and linguistically diverse backgrounds.
2. To promote and facilitate access to the CALD Social Participation Grants.

Key areas of work are stakeholder management, project implementation and coordination.

This position requires significant project coordination experience with a particular focus on community development. The position requires an ability to work independently with minimal supervision, under the team leadership of the ECCV Aged Care Policy Officer and the supervision of the ECCV Director. The incumbent will work with culturally diverse community groups, ethno-

specific and multicultural service providers, representatives of the Victorian Department of Health, Senior Rights Victoria and other key HACC stakeholders. The position requires travel within Victoria.

Responsibilities

- Coordinate and implement the Participation for CALD Seniors grants program and Community Education on Elder Abuse for CALD Seniors project in accordance with the project work-plan.
- Organise, review and improve the stages of the projects.
- Arrange meetings, workshops, events and other support as required in order to implement the projects.

Key Selection Criteria

- Demonstrated responsibility for a successful and strategic project management in the human services area.
- Demonstrated experience and understanding of ethnic community access and equity issues.
- Demonstrated capacity to build and maintain networks and relationships with senior level government and community stakeholders.
- Strong communication skills, written and verbal, with a demonstrated ability to clearly and concisely articulate views and produce quality written reports.
- Well organised, self-motivated with evidence of initiative and timely project completion.
- Strong PC skills, including all main Office applications.

Qualifications

Tertiary qualification or equivalent experience in social studies, health sciences, social work, public policy or another relevant discipline highly desirable.

This position is funded for one year subject to performance. All conditions are in line with the SCHHCDI Award with the exception that this is a one-year contracted position with a view to extend based on performance. There is a one month probationary period.

ECCV is an Equal Opportunity Employer. Full drivers licence and access to a roadworthy vehicle for which reimbursement of travel on a per kilometre basis will be made, is required.

Application process

Applications addressing the Selection Criteria to be sent to:

Ross Barnett
Director
Ethnic Communities' Council of Victoria
150 Palmerston Street
Carlton, VIC, 3053

For a discussion contact Kate Ling on (03) 9349 4122