



# E.W. TIPPING FOUNDATION

Independence. Choice. Community for all.

## Position Description

### ***Position Title***

Community Links Coordinator – 12 month part time contract (0.8)

### ***Community Links Project: Overview***

Community Links is a new project which addresses the issues of isolation and lack of community involvement for people with disability living in group homes. It will do this by linking people with disability with mentors from local community groups of their choice, and providing support to both the community group and person with disability to maintain and strengthen their relationship.

EW Tipping Foundation, through our HomeChoices residential services, supports people with disabilities living in residential group homes (Shared Supported Accommodation).

Residents of Shared Supported Accommodation have limited access to activities and opportunities outside their day programs or household routine. Due to limitations in mobility, financial capacity and staffing ratios, it can be difficult for people with disabilities to participate in individual activities of their choice. As a result people with disabilities often have narrow friendship circles and limited community contact outside their small residential group environment. They do not always have the opportunity to broaden their experience, develop skills, and pursue their own interests which are vital to their personal growth and well being.

The Community Links Coordinator will research, develop, implement and evaluate a framework and develop publishable materials for the program which can be replicated across our HomeChoices services and by other organisations.

A new and innovative project funded by philanthropic trusts, this will initially run as a 12 month pilot program for residents in our shared supported accommodation houses in Melbourne, with a target to link 20 of the 44 people we support in the Metropolitan area to community groups or activities of their choice by the end of the pilot.

There is potential to extend the Community Links program across all HomeChoices services (potentially 117 people), and share our learnings with other disability organisations, in the following 12 months.

### ***E W Tipping Foundation: Background***

E.W. Tipping Foundation (EWTF) is one of Victoria's largest charitable community organisations, forming the hub of a \$42M hub-and-spoke network across the state. Our vision is "independence, choice and community for all", and we work in a variety of ways to support older Victorians, people with a disability, children and youth, and families. We employ over 1500 staff.

E.W. Tipping Foundation commenced in 1970, and is named in honour of Melbourne journalist and disability advocate, E.W. (Bill) Tipping, who contributed for many years to improving the situation of people with disabilities in Victoria. The Foundation is a community-based organisation, with a voluntary Board of Governance whose members bring a wide range of skills and perspectives.

We are a charity with a strong independent income stream from donors, as well as funding agreements local, state and Commonwealth governments.

Our Patron-in-Chief is Governor of Victoria, Professor David de Kretser AC, and we also enjoy the support of our Patron Dame Elisabeth Murdoch, AC, DBE.

Additional information about the Foundation is available on our website: [www.tipping.org.au](http://www.tipping.org.au), and our partner organisations at [www.vistasupport.org.au](http://www.vistasupport.org.au) and [www.igain.edu.au](http://www.igain.edu.au).

### ***Values statement***

The E.W. Tipping Foundation believes that the core values of respect, integrity, empowerment, open communication and continual learning underpin our commitment to supporting people with disabilities to enhance their life opportunities and choices. We expect all staff to work in a professional manner based on these values.

### ***Are you right for this job?***

The opportunity to use your skills and experience in disability and community engagement to develop this new and innovative program is just what you are after. You can't wait to take on the challenge of this exciting role which will combine your commitment to community inclusion with your experience in developing social support or mentoring systems for people with disability.

Your satisfaction comes from knowing that you have researched, developed and implemented an effective program framework which can be replicated across our services and by other organisations. You will achieve great outcomes for both people with disability and the volunteers and community groups you partner with.

Your demonstrated success in developing and implementing community projects will be invaluable as you plan and implement this pilot project. Your knowledge of mentoring and social support programs, your attention to detail and rigorous evaluation will ensure that you develop and document robust processes to support this project.

You are a high achiever with an outcomes focus. You are used to meeting timelines and working to budget. You work well independently, but are also looking forward to being part of a wider team with whom you will work collaboratively. You are equally comfortable working with people with disabilities and their families, older people, volunteers, managers and direct support staff.

You are passionate about what can be achieved through community inclusion for people of all abilities. You can't wait to make a difference to the people we support and the Victorian community in this exciting new role.

### ***Is the job right for you?***

This role is responsible for the success of this flagship project which is an objective in our strategic plan, and has been funded by philanthropic trusts.

You will plan, develop, implement and evaluate this pilot project within a 12 month timeframe and with a limited budget. This is a hands-on role which requires knowledge of community development and disability support and the ability to create networks and build and support relationships.

Your own outstanding interpersonal skills will be needed to work with and motivate a broad range of people.

You are qualified and bring demonstrated experience and commitment to this pilot project. Your attention to detail in developing robust processes is complemented by your creative approach and ability to think outside the square. You are motivated by the opportunity to make a difference for people with disability.

## ***Level of supervision***

Responsible to:

Area Manager Metropolitan HomeChoices

## ***Core skills***

- Excellent project management or community development skills
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Ability to uphold and propagate organisational values

## ***Key Roles***

The broad outline of this pilot program is prescribed in the funding applications. Within this framework, you will research, develop, implement and evaluate this project ensuring that the objectives are met.

The key areas are:

### **1. Research:**

Gather information to inform the development of a program framework:

- Identify the profile of people with disability in shared supported accommodation, potential risks and issues, and the best approach to identifying potential participants in the program and their needs
- An overview of the support systems in SSA and a framework for implementing the program within this setting, including the identification of key risks, potential issues and obstacles and ways to address these
- Profile of community groups, their members and the best approach to identifying and engaging potential participants in the program, including the identification of key risks, potential issues and obstacles and ways to address these
- The potential for other forms of volunteer support within HomeChoices services

### **2. Develop a program framework:**

- Based on the research, develop and document a robust framework in accessible form which will ensure that:
  - the program objectives can be met
  - the needs, rights and safety of all participants, and legislative and quality requirements, are met
  - evaluation and feedback processes are built-in to the program
- Work with the communications team to develop a communication plan for the program including information, procedural and promotional materials

### **3. Implement the pilot program:**

- Implement the program framework
- Meet participation targets
- Achieve objectives

### **4. Evaluation:**

- Provide on-going evaluation of the pilot program and use this to refine the program framework in liaison with the project steering committee
- Document and provide regular reports on the progress and outcomes of the program; fulfil internal and external reporting and auditing requirements
- Document and provide good news stories and case studies for the website, newsletters and funder updates
- Provide recommendations about the potential for developing additional volunteer support programs in the EWTF Network.

### ***Location***

This position is based in the Foundation's head office in the south eastern suburbs, 20 minutes from the CBD. Some travel within Melbourne is required. A vehicle would either be provided for such travel or appropriate reimbursements paid.

### ***Classification, Hours & Basis of Employment***

Remuneration will be consistent with experience and capacity to undertake the role. We use charitable tax-free salary packaging to make salaries very attractive. We aim to be an "Employer of Choice", and as such we are willing to be flexible in remunerating the best person for the position.

We also have a strong commitment to professional development, and there would certainly be scope for additional learning and development opportunities.

This is a 12 month contract salaried 0.8 EFT position, with a possibility of extension for a further 12 months. Hours are generally normal office hours, however some flexibility will be required for contact with SSA residents and community groups outside of regular business hours. We have an expectation of a focus on outcomes and an expectation that the incumbent of this position will be professional in managing their time. Within that context there is considerable flexibility in hours. A three-month probation period applies.

### ***Key Selection Criteria***

#### **Essential**

1. Qualifications and/or experience in community development and disability or related field.
2. Proven performance in community development or similar project, and knowledge and experience of community engagement or volunteering programs.
3. A proven commitment to community inclusion for people of all abilities.
4. Good report writing skills.

5. Outstanding verbal and interpersonal skills, with the ability to relate to and present to a broad range of people.
6. A high degree of enthusiasm, creativity; the ability to take the initiative, as well as the ability to motivate, influence and work as part of a team.
7. Sound knowledge and proficiency with Microsoft Office programs.
8. Current Victorian Driver's Licence and post-selection satisfactory police check.

Appointment to this position will be subject to a criminal records check and pre-employment pre-injury/Workcover statement.

### ***Professional Associations***

Membership of Disability Professionals Victoria or another relevant professional association is preferred.

### ***Contact***

We would welcome telephone or email enquiries from interested potential applicants. **If you have read this position description carefully** and believe you may meet all or most of the key selection criteria but would like additional information, please phone Gail Siracusa on 9564 1000.

### ***Closing date***

Applications should be received by 5pm Tuesday 9 March 2010

### ***How to apply***

Applicants should include an application letter, a summary of relevant personal and professional experience, a minimum of two referees, and a statement responding to the Key Selection Criteria. Response to the Key Selection Criteria is strongly encouraged. Total length of applications should be no more than 4 pages.

**Emailed applications to [recruitment@tipping.org.au](mailto:recruitment@tipping.org.au) (using MSWord attachments) are preferred.**

*(Faxed applications to 03 9564 1004 or mailed applications marked "Confidential" to "Human Resources, Community Links Coordinator-Position", C/- Office of the CEO, E.W. Tipping Foundation, 1036 Dandenong Road Carnegie Vic 3163 will also be accepted if applicants are unable to apply by email.)*

The interview panel will comprise two to three people and the interview will comprise a series of questions and potentially one or more scenario or similar exercises. Equal opportunity principles will be applied.

Appointment to this position will be subject to a criminal records check.

*Issue date: February 2010*