

## Position Description

<b>Position Title:</b>	Program Assistant, Supporting Accommodation for Vulnerable Victorians Initiative (SAVVI) Facility Cost Relief
<b>Program/Section and/or Portfolio:</b>	Supporting Accommodation for Vulnerable Victorians Initiative (SAVVI) Facility Cost Relief – Housing, Access and Support - Community Participation
<b>Location:</b>	Ballarat. Travel to other locations will be required.
<b>Reports To:</b>	Team Leader, Housing, Access and Support
<b>Award and Classification:</b>	<i>Social, Community, Home Care and Disability Services Award 2010, Level 3</i>

*This Position Description intends to describe the general scope, level of work, accountabilities and responsibilities of the position. It does not necessarily include all duties and responsibilities.*

*This Position Description may be altered in accordance with the changing requirements of the position.*

## About CatholicCare Victoria

CatholicCare Victoria is a leading and influential provider of charitable and social services in Victoria. The *Mission* of CatholicCare Victoria is to build communities that recognise and nurture the dignity of each person. Our employees share our *Mission* for a stronger, more inclusive society through supporting individuals, families and communities in times of need, especially those who are most disadvantaged, vulnerable and/or marginalised.

CatholicCare Victoria delivers excellence in a broad range of child, family and youth services, family relationship services, school counselling and pastoral care services, social housing, employment and advocacy services across various office locations and delivery sites in Victoria.

CatholicCare Victoria draws on the principles of Catholic Social Teaching to inspire and direct our endeavours. We value and respect human dignity, and embrace diversity in an inclusive work environment.

## About the Program/Section

CatholicCare Victoria's Community Participation portfolio provides comprehensive client focused services for individuals (children, youth and adults), couples and families. Our services are informed by an approach that values human dignity and service design aims to ensure that our programs are inclusive, responsive to the needs of clients and operate at the highest levels of quality and professionalism. The services are integrated, strengths-based and provided by staff that are trained and qualified.

Current Community Participation portfolio streams include: Homelessness and Housing Support; Community Support (Emergency Relief, No Interest Loans Scheme, Bushfire Recovery, Financial Counselling); Settlement, Refugee and Asylum Seeker Services; Employment Services; and Pastoral Care Services (Prison and Hospital Chaplaincy).

CatholicCare Victoria reserves the right to advertise positions and make no appointment.

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## Position Summary

The Supporting Accommodation for Vulnerable Victorians Initiative (SAVVI) Facility Cost Relief (FCR) is a position that is funded by the Department of Health Victoria to assist Proprietors of Supported Residential Services (SRSs) in supporting their residents to live in a safe and supportive environment.

SRSs are privately operated facilities that provide accommodation and support for people who require assistance in daily living. They are regulated by the Victorian Government through the *Supported Residential Services (Private Proprietors) Act 2010* and the Supported Residential Services (Private Proprietors) Regulations 2012.

SAVVI Facility Cost Relief partnership managers are community service organisations contracted by the department to deliver the SAVVI.

The SAVVI Facility Cost Relief Program Assistant role supports the administration of funding agreements, contracts and financial functions of the SRS Proprietors as the partnership manager on behalf of the Department of Health Victoria. A key responsibility of the role is ensuring allocated funds are used in accordance with agreed expenditure plans and safety and amenity plans, as well as other non-recurrent funds as allocated by the Department of Health Victoria, arranging payment of invoices and activities generated from the SRS Proprietors.

Key functions include, however are not limited to:

- administration of the SAVVI funds for a cluster of SRS facilities, including annual Expenditure Plans and Safety and Amenity Plans
- facilitating quarterly SAVVI SRS Cluster meetings for information sharing and advice on compliance requirements
- monitoring and reporting on SAVVI activities and funding for SRSs within the cluster
- developing and implementing local capacity-building activities for the SRSs in the cluster
- providing guidance and advice to SRS proprietors and managers around SAVVI matters
- supporting SRSs in developing capacity to understand and comply with their obligations under SAVVI
- working with departmental staff to develop SAVVI initiatives and act in a liaison role between the department and proprietors
- facilitation and administration of the implementation of SAVVI projects.

## Key Result Areas and Responsibilities

The order in which key result areas and responsibilities are listed is not necessarily significant.

Key Result Area	Key Responsibilities
Supporting Accommodation for Vulnerable Victorians Initiative (SAVVI) Facility Cost Relief Program	<ul style="list-style-type: none"><li>• Assist in the preparation of the Supported Residential Services (SRS) Facility Cost Relief (FCR) program contracts.</li><li>• Assist with the completion and submission of the SRS Expenditure Plans and Safety and Amenity Plans to the Department of Health Victoria as the funding body.</li><li>• Ensure compliance documentation is completed and submitted as required in accordance with contractual requirements.</li><li>• Arrange payment and processing of invoices in accordance with funding agreements between SRS Proprietors and the Department of Health Victoria as the funding body.</li><li>• Update financial tracking spreadsheets.</li><li>• Coordinate quarterly Cluster Meetings with SRS Proprietors, record minutes and action tasks accordingly.</li></ul>

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	<ul style="list-style-type: none"> <li>• Facilitate compliance visits to each SRS.</li> <li>• Other administrative tasks as required.</li> </ul>
Organisational Contribution	<ul style="list-style-type: none"> <li>• Actively support CatholicCare Victoria's Mission, Vision and Values</li> <li>• Operate within all CatholicCare policies, procedures and practice guidelines as well as relevant legislative requirements</li> <li>• Perform other duties as required by organisational management</li> </ul>

The position is also required to perform other duties as lawfully and reasonably directed.

### Reporting and/or Supervision Relationships and Authority

#### Reporting Relationship:

The position reports to and works under the supervisory direction of the Team Leader, Housing, Access and Support.

#### Position/s Reporting to Program Assistant SAVVI Family Cost Relief:

Not applicable.

#### Authority:

The position exercises a degree of autonomy. Significant decisions require the approval of the Manager (or other person's acting with the Manager's authority) or the designated or other appropriate General Manager, or Group Director.

The position is required to work within the relevant delegation policy, procedure and guidelines of CatholicCare Victoria.

### Stakeholder Relationships

#### Internal Relationships:

- Works under the supervision of the Team Leader, Housing, Access and Support, with program management direction from the Manager, Homelessness and Housing Support, and General Manager, Community Participation. The position is required to work cooperatively with all employees.

#### External Relationships:

- Works primarily with Proprietors of the Supported Residential Services (SRS) and the Department of Health Victoria program representative(s). Other stakeholder contacts across CatholicCare Victoria services, including collaborating services.

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## Organisational Responsibilities of the Position

### Workplace Health and Safety (WHS)

CatholicCare Victoria is committed to the health, safety and wellbeing of employees, volunteers, contractors, clients and other people within our workplaces. The position is required to perform the responsibilities of the position adhering to the *Occupational Health and Safety Act (2004)*, in particular to:

- take reasonable care for your own and others' health and safety within the workplace;
- take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others;
- cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace;
- report all injuries, illness, near misses or hazards as per CatholicCare Victoria policies and procedures; and
- participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

### Cultural Safety and Respect

CatholicCare Victoria acknowledges the history, culture, diversity and value of all Aboriginal and Torres Strait Islander Peoples, and pays respect to their Elders past and present, as well as acknowledging future generations.

The position is required to work with Aboriginal and Torres Strait Islander Peoples in a culturally safe and respectful way.

### Safety of Children, Young People and Vulnerable Adults

CatholicCare Victoria is committed to the safety of children, young people and vulnerable adults.

The position is required to perform the responsibilities of the position adhering to the *Catholic Safeguarding Standards, National Principles for Child Safe Organisations, Child Safe Standards* and any other relevant standards and/or legislation.

### Risk Management, Accreditation and Quality Improvement

The position is required to actively participate in risk management, accreditation and quality improvement processes, procedures, systems and initiatives, including reporting risks, incidents and feedback in a timely and responsible manner.

### Policies, Procedures and Legislative Requirements

The position is required to undertake the responsibilities of the position adhering to all CatholicCare Victoria policies, procedures and practice guidelines and relevant standards and/or legislation including, but not limited to:

- *Code of Ethics and Conduct for CatholicCare Victoria*;
- information privacy and confidentiality;
- Equal Opportunity, anti-discrimination and anti-bullying; and
- inclusion and diversity.

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## Key Requirements

### Experience

1. Demonstrated experience in an advanced administrative role.

### Knowledge, Skills and Attributes

2. Excellent organisational and administrative skills, including an ability to prioritise workload and meet deadlines.
3. High level of initiative and ability to work autonomously.
4. Ability to build strong networks and relationships with people at all levels.
5. Highly developed interpersonal, verbal and written communication skills.
6. Advanced IT skills including Microsoft Office suite and windows operating environment, including advanced Excel operating knowledge; data entry skills.

### Child Safety

7. Demonstrated commitment to the safety of children, young people and adults in a respectful and inclusive environment for all diversity groups in accordance with the *Catholic Safeguarding Standards*, *National Principles for Child Safe Organisations*, *Child Safe Standards* and any other relevant legislation.
8. Demonstrated knowledge and application of child safe legislation, principles, standards and practices.
9. Demonstrated understanding of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

## Other Requirements

- Current driver's licence.
- Current Victorian Working with Children Check.
- Current Australia-wide Police Check.
- A Statutory Declaration (provided by CatholicCare Victoria) to declare that: you have not lived overseas for more than 12 months in one country; OR if you have lived overseas for more than 12 months, that you have no criminal history overseas
- International Police Check (where applicable).
- NDIS Screening (where applicable).
- Disqualified Carer's Check (where applicable).
- Right to Work in Australia.

Please note, CatholicCare Victoria will conduct the Police Check/s and Disqualified Carer's Check.

It is the incumbent's responsibility to maintain a current valid Driver's Licence, Victorian Working with Children Check and Right to Work in Australia.

The incumbent is required to agree to undertaking a Police Check every three (3) years (or earlier to comply with specific contractual or legislative obligations and requirements).

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## Signatures

This section is to be signed upon appointment:

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

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