



POSITION DESCRIPTION

Position Title:	<i>WELLBEING AND HEALTH COORDINATOR</i>
Reports To:	<i>Wellbeing and Health Manager</i>
Location:	<i>South B</i> <i>Residential Care Facilities and/or sisters living in a community setting</i> TRAVEL REQUIREMENT <i>Geelong, Ballarat, Warrnambool, Apollo Bay, Bendigo and surrounding areas.</i>
Parameters:	<i>Award: Full Time</i> <i>2 year Maximum Term Contract</i> <i>Monday – Friday 37.5 hours per week.</i>
Date Prepared:	
Approved By:	<i>Wellbeing and Health Manager/Human Resources Manager</i>

Organisational Context

The Institute of Sisters of Mercy of Australia and Papua New Guinea (“Institute”) is a religious congregation of Catholic women who endeavour to engage with the call of God’s Mercy by responding to the cry of the earth and of those rendered poor.

Sisters of the Institute are governed by an elected Leader and Council (the Leadership) and serve individually in a variety of ministries.

Concerning its day to day administration, the Institute is served by a dedicated team of people who, in collaboration with the Leadership and Institute’s communities, deliver a broad range of professional and administrative services from a number of locations throughout Australia and Papua New Guinea.

The Institute’s workplace values are:

- Integrity
- Hospitality
- Unity of purpose
- Diligence for excellence
- Respect for all

Wellbeing Vision for Wellbeing and Health:



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“Building and/or maintaining connections which are life giving and individual for each sister”.

Primary Purpose of the Position

The Wellbeing and Health Coordinator acts as a trusted and knowledgeable point of contact for the Community Leadership, community members and Wellbeing and Health team members. Reporting to the Wellbeing and Health Manager the Wellbeing and Health Coordinator will identify individual, and whole of community needs for the sisters, plan and coordinate service provision, review resource allocation and promote sisters’ wellbeing. The Wellbeing and Health Coordinator will support and guide the Wellbeing and Health team members, to ensure care is person centred and promotes an individual’s strengths, independence and autonomy.

Reporting Relationships

<u>Direct Reports to this Position</u>	<u>Indirect Reports to this Position</u>
<ul style="list-style-type: none">Wellbeing and Health team	<ul style="list-style-type: none">Nil

Key Relationships

<u>Internal</u>	<u>External</u>
<ul style="list-style-type: none">South B Leadership GroupWellbeing and Health ManagerWellbeing and Health team membersCommunity sistersAlphington office (as required)Sister of Mercy pastoral carer(s) for residential careSerious Incident Response Scheme members	<ul style="list-style-type: none">Staff of Residential Care Facilities including GP, Medical Specialists, Allied Health staff and Nursing staffCommunity and hospital-based GP’s, medical specialists and allied health members, other medical professionalsSisters’ family members, as applicableAged care providers/servicesWellbeing and Health contractors



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Key Decision Making

<u>Decisions Expected</u> <ul style="list-style-type: none">• Flexible adaptive care and support for the general wellbeing of sisters to meets their changing needs• Effective leadership, guidance and coordination of team members
<u>Recommendations Expected</u> <ul style="list-style-type: none">• Liaise with the Community Leadership and Wellbeing and Health/Health & Wellbeing Manager in relation to any significant changes in the sisters' lives• Only activities within this positions scope of practice will be undertaken

Key Accountabilities and Responsibilities

Leadership, Case Management and Support

- Create and maintain a trusted relationship with the Leadership Group and Wellbeing and Health Manager
- Build strong and collaborative relationships with the Leadership Group to review, problem-solve and lead operational and strategic decisions within the South B Community
- Awareness and understanding of the wellbeing and health needs for all sisters' living within the community
- Recognition of each sister's current level of care needs and ageing trajectory of care needs across life stages
- Proactive and supportive conversations with each sister to identify and address gaps in a person's ability to live well in the community setting
- Support sister to navigate the aged care environment in relation to referrals and/or assessments to access formal services which meet care needs
- Monitor utilisation of services in the community setting and review their efficiency to ensure they are utilised to capacity and are appropriate
- Assist sisters to engage in lifestyle choices which promote healthy ageing, person centred care and independence
- Promote wellbeing activities
- Liaise and collaborate with formal service providers and medical professionals, make and manage referrals as required
- As required undertake reviews of care and support and act as an advocate
- In consultation with the Community Leadership, coordinate transfer into residential care as required
- Coordinate admissions and discharges to/from hospital/respite settings and be the point of contact
- Consider efficiency of Wellbeing and Health staffing model within the community and provide reports as required to the Wellbeing and Health/Health & Wellbeing Manager



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- Build strong relationships with community stakeholders and residential aged care facilities
- Provide education and advice to sisters/Community Leadership in relation to Conscious Eldering, ageing and aged care literacy/navigation of the aged care system
- Educate the Community Leadership, sisters and other support staff about relevant legislation, policies and procedures to improve wellbeing and health
- Enable sisters to participate in Mission/Ministry and live in Communio/Communion as they age
- Comprehensive understanding of the aged care sector and services available to all
- Collaborate with other Wellbeing and Health Manager and Coordinators across the Institute to share learnings and contribute to the further development of the wellbeing and health of the sisters across the Institute
- Support sisters during periods where Wellbeing and Health team members may be on leave

Staff and resource management

- Build, mentor and lead an effective and harmonious team
- Promote positive workplace culture through active engagement in the workplace and leading by example
- In consultation with the Wellbeing and Health Manager, advise and recommend a sustainable Wellbeing and Health staffing model with efficient use of staff resources
- In consultation with the Wellbeing and Health Manager, mentor, build and develop the skills, capabilities and facilitate education for the Wellbeing and Health team
- Promote and lead individual and/or group wellbeing engagement
- Coordinate and chair local Wellbeing and Health team meetings
- Liaise with external Wellbeing and Health contractors/stakeholders
- Ensure timely and regular staff communication and consultation
- Actively participate and comply with annual Performance Reviews for yourself and Wellbeing and Health team members
- Seek opportunities for innovative improvements and guide staff through these changes. Participate in recruitment and orientation of Wellbeing and Health team members

Administration

- Maintain effective reporting that is accurate, timely and in accordance with organisational requirements
- Regular review of Wellbeing and Health team members documentation on SharePoint as required. Review, monitor and guidance time management of team members and their workload
- Undertake required administrative duties associated with the provision of services



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- Ongoing liaison with the Community Leadership with open and respectful communication regarding the long term care of sisters and report any concerns or significant changes regarding a sister's wellbeing and health in a timely manner
- Maintain sister and staff confidentiality at all times
- Ensure accurate invoicing of services and invoices are paid by due dates as required
- Participate in professional development opportunities as requirements

Values & Formation

- Demonstrate values and behaviours that are in line with the values and ethos of the Institute including an alignment with the mission of hearing the cry of Earth and the cry of those rendered poor, in the context of Integral Ecology and care for our common home
- Actively participate in Mercy formation available within the Institute.

Safety of Children and Vulnerable Adults

The Institute is committed to ensuring zero tolerance of abuse in all its forms by creating a culture of safety and respect for all, including prioritising the safety and best interest of all children and vulnerable adults with whom we have contact. All staff and those who work with us are expected to take all reasonable steps to ensure the protection of children and vulnerable adults and to comply with our safeguarding policies and procedures, including responding to and reporting all suspicions and allegations of abuse.

Staff who have access to children through their role must have a valid Working with Children Check. All other staff, prior to commencement, must have a valid National Police Check.

Workplace Health and Safety

- Identify and respond to any safety issues
- Attend the workplace and adhere to the Institute's COVID-19 safety guidelines
- Comply with all WHS accountabilities and responsibilities relevant to the position as defined in WHS/P – 004 Structure and Responsibilities in the WHS Management System.
- Adhere to safe work practices and ensure safe working environment for sister, yourself and your colleagues and report any hazards or incidents

Essential Requirements

- Current and unrestricted Victorian Driver's licence
- Demonstrated experience, expertise and/or relevant professional qualification within the community or residential care sector. Experience in health-related field or social work field is highly valued
- Demonstrated leadership experience
- Minimum of 5 years' experience of working within aged care/health related field
- Strong knowledge and understanding of services which support older people



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- Experience in coordination of services and collaboration with multi-disciplinary team members
- Experience in leading and supporting a team (which may be remote to your location)
- Well-developed interpersonal, communication, listening and negotiating skills with ability to think critically and problem solve
- Ability to build rapport and maintain effective relationships with key stakeholders
- Ability to identify and prioritise complex problems and issues, generate solutions and work collaboratively to achieve a successful outcome
- Excellent written communication and well-developed computer skills, including proficiency with MS Office programs, Outlook, Word and Excel
- Knowledge of healthy ageing and a personal desire to support elderly people to live valued and meaningful lives
- Demonstrated ability to work with tact, discretion and confidentiality in all communications
- Sensitivity to Catholic values and culture with a commitment to uphold and support gospel values and Mercy ethos
- A valid National Police and Working with Children Check

Other Matters

- All employees and contractors are required to comply with the policies and procedures adopted by the Institute
- This Position Description is subject to any Letter of Offer relating to the position
- This Position Description is not intended to be all inclusive. All employees are expected to undertake other tasks and take on other responsibilities reasonably required to meet the Position Objective.