



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Regional Community Living Coordinator – Southern Region ACT</b>
<b>Reports To:</b>	Operations Manager. Directed by Regional ILT representative
<b>Location:</b>	Community Central A – Southern Region ACT (includes Canberra, Albury, Corowa, Goulburn, Young, Griffith, Cootamundra)  Based at Suite 2 & 2A, 31-37 Townshend Street, Phillip ACT 2606
<b>Parameters:</b>	12 month maximum term part time position (with potential for extension) 20 hours per week Monday, Wednesday and Friday (actual times and hours each day to be negotiated)
<b>Date Prepared:</b>	7 May 2026
<b>Approved By:</b>	Institute Leadership Team (ILT)

### Organisational Context

The Institute of Sisters of Mercy of Australia and Papua New Guinea (the Institute) is a religious congregation of Catholic women who endeavour to advance the Reign of God by engaging in the spiritual and corporal works of mercy.

In all aspects of their lives, Sisters of Mercy are motivated by the Gospel of Jesus Christ and inspired by the founding vision of Venerable Catherine McAuley who, with two companions, began the Order of Mercy in Dublin in 1831.

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 deliver a broad range of professional and administrative services from a number of locations throughout Australia and Papua New Guinea. These employees work closely with their colleagues, the Executive Director ISMAPNG, the Leadership and the Institute's communities.

There is an expectation that all employees will consistently respect and uphold the workplace values of the Institute which are:

- Integrity
- Hospitality
- Unity of purpose
- Diligence/Excellence
- Respect for all.



## POSITION DESCRIPTION

### **The primary purpose of this position**

Within the Institute sisters live in communities located in a number of regions across the six States of Australia, the ACT and PNG.

The elected leaders of the Institute, The Institute Leadership Team (ILT), have a prime responsibility to ensure each sister is enabled to live her Gospel mission of mercy purposefully with the support and encouragement of her sisters in community.

The purpose of this position is to work with Sisters in living purposeful lives at the local level and to be their first point of contact for two-way information/communication and connection to the Institute including services provided by the Institute's Professional Services team.

The role will work collaboratively with the Community Support Assistant (CSA) (where this role exists within the Community) and Wellbeing and Health (W&H) staff.

As required, the position will also work collaboratively with Institute Professional Services staff, other community Coordinators of the Institute and other local and Institute staff.

### **Reporting Relationships**

<u>Direct Reports to this Position</u>	<u>Indirect Reports to this Position</u>
N/A	N/A

### **Key Relationships**

<u>Internal</u>	<u>External</u>
<ul style="list-style-type: none"><li>• The sisters of the local community</li><li>• The ILT</li><li>• Community Support Assistant</li><li>• Local Wellbeing &amp; Health staff</li><li>• Professional services staff</li><li>• Other community coordinators</li><li>• Appropriate Communities of Practice</li><li>• Institute Leadership Forum (ILF)</li></ul>	<ul style="list-style-type: none"><li>• Local and diocesan Church authorities</li><li>• Civil authorities</li><li>• Other groups with whom there is a current local historical connection</li><li>• When appropriate to consult with family members of sisters.</li></ul>

**Key Decision-Making** –a formal delegation of authority will be provided for the position along with guidelines for making decisions i.e.:

- In consultation with individual or the community of sisters
- In consultation with the CSA and W&H Coordinator
- In consultation with the ILT
- With permission of the ILT



## POSITION DESCRIPTION

---

### **Decisions:**

- In collaboration with sister/s, CSA and appropriate W&H personal, contribute to decisions and planning about community or individual sister issues
- Negotiate with sisters when a ministry allowance is needed and approve **renewal** of ministry stipend
- Consider and authorise additional allowance fund requested by a sister and/or change of allowance including when sisters move into care
- In consultation with W&H and CSA staff, recommend replacement of suitable equipment for sisters, e.g. iPads, computer equipment, phone

### **Recommendations to ILT for Approval (After consultation with the region's ILT representative):**

- Major shifts in the evolving ways of community living
- A sister's request to engage in a change of ministry or return from a full- or part-time remunerated ministry
- Support a sister's engagement in a public ministry
- For a sister to engage in a new ministry (not including voluntary roles)
- A sister's request for Enrichment, Professional or Family Leave
- A sister's capacity to vote
- Suitable accommodation to reflect a sister's needs and Institute Policy
- Recommendation in relation to surplus property.

### **Key Accountabilities and Responsibilities**

#### **1. Holistic care**

- 1.1. Implement/support initiatives to promote principles of purposeful living.
- 1.2. When required and in consultation with the ILT, ensure communication with a sister's family is sensitively managed.
- 1.3. Work collaboratively with W&H personnel to ensure sisters have access to required wellbeing and health services.
- 1.4. Communicate with the ILT and relatives of a sister on serious matters.
- 1.5. Attend, and when required, coordinate planning meetings with sisters, to ensure effective coordination of major events, celebrations and funeral arrangements for the community .



## POSITION DESCRIPTION

---

### **2. Community Participation**

- 2.1. Develop, maintain, monitor and support networks relevant to the region and wider community.
- 2.2. Coordinate the smooth running of the areas where sisters take responsibility for areas of community living.
- 2.3. As appropriate, ensure each sister's personal, spiritual, social, communal and administrative needs are adequately supported.
- 2.4. Work annually with sisters regarding their legal documentation (Will, Powers of Attorney, Guardianship, End of Life wishes etc.) to ensure information is current and correct.
- 2.5. In conjunction with the CSA, ensure legal documents (Will, Powers of Attorney etc.) and each sister's preferred funeral arrangements are recorded in the Sisters' Database.
- 2.6. Ensure processes are in place for communicating important events and decisions to local sisters.
- 2.7. Work with the appropriate W&H team member ensuring emergency contact systems are in place and working.
- 2.8. Oversee service delivery and outcomes to ensure sisters' needs are met by working closely with W&H, local sisters and CSA
- 2.9. Ensure all sisters have access to Institute communication.
- 2.10. Provide support to sisters with ministry needs e.g. budget, transport, accessing professional supervision.
- 2.11. As appropriate encourage local sisters to represent the Institute in local religious, civil events and occasions.
- 2.12. Ensure safeguarding requirements of the sisters are undertaken and completed.

### **3. Administration and Engagement with Institute Professional Services**

- 3.1. Work collaboratively with the Professional Services Team, as required, which incorporates Property, Finance, Human Resources, Services and Sisters Finance, Legal, Technology, Communications and Integral Ecology.
- 3.2. In collaboration with the CSA and professional services teams, enable change of residence as needed
- 3.3. Where appropriate and required, oversee the removal of a sister's name from the electoral register.
- 3.4. Promote and monitor sisters' adherence to the Institute's Code of Conduct and Safeguarding matters.
- 3.5. Report sisters' professional standards or behavioral concerns to the Institute Leader or ILT community contact person in order to address a concern of this nature.
- 3.6. Encourage and/or assist a sister's discernment of her enrichment and other special-purpose leave and where appropriate, recommend to ILT such a request.
- 3.7. Be informed and point of contact for sisters who are travelling overseas.



## POSITION DESCRIPTION

---

### **Values and 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.

### **Key Challenges in Achieving Goals**

- Evolving needs of sisters and the Institute as a whole.

### **Qualifications, Experience & Competencies**

There is no formal qualification for a Community Living Coordinator. However, the following attitudes are essential:

- Be willing to understand and align with the mission and charism of the Institute
- Be sensitive to the needs and cultural context of religious sisters
- An ability to be relational and practical in coordinating the community
- Demonstrated ability to act with empathy and genuine interest in each sister's situation and to maintain tact discretion and confidentiality
- Good organisational and administrative skills
- Sufficient proficiency in the use of computers and software to be able to work effectively in the Institute's administrative space
- Has demonstrated ability and willingness to work collaboratively with others
- Senior Case Management or Relationship Management experience
- Have a current motor vehicle licence.

### **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.