



## POSITION DESCRIPTION

<b>Position Title:</b>	Project Coordinator
<b>Level :</b>	5-6 (ILC Enterprise Agreement) \$72,423 to \$94,630 Plus generous salary packaging for NFP's
<b>FTE:</b>	0.8 -1.0
<b>Special Allowances</b>	TBC
<b>Business Unit:</b>	North Metro Regional Assessment Service
<b>Reports to:</b>	Service Manager Commonwealth Programs
<b>Reviewed:</b>	January 2014

## Organisation's Goals and Vision

Our Aim	Making choices, finding solutions
Our Purpose	To optimise independence and quality of life
Our Mission	To provide independent information on assistive technology and support services to enable informed choices
Our Vision	A community in which participation and inclusion are supported and valued

## Organisation's Overall Objective

The Independent Living Centre is Western Australia's only not-for-profit organisation specialising in information, advice and grants to access assistive technology and equipment enabling people to manage tasks at home, school and work and to pursue recreational activities. In addition the ILC operates as an access point for information and assessment on a wide range of community, support and respite services in the North Metro area and multicultural aged care services across the state.

## Position Objectives

The Project Coordinators position will work with the Industry sector to develop clinical governance and a sustainable service model that supports the delivery of Home Modifications and Assistive Technology within the Western Australian Assessment Framework (WAAF). At this stage the position is funded until June 2015.

## Organisation's Staff Competencies

### Customer Service

Provides a comprehensive personalised service to customers including consumers, suppliers, stakeholders, service providers and health professionals.

### Resource Management

Understands and makes best use of the available resources including personnel, systems, policies, procedures, assets, equipment and information & communication technology.

### Team Contributor

Contributes to the overall performance of the team and organisation through communicating and interacting effectively with others.

### Personal Awareness

Is self-aware in terms of strengths and weaknesses; understands how own behaviour and actions impact on others and the business.

### Strategic Visioning (Leadership)

Thinks long term, building a vision for others to follow and inspiring them to do so.

### Team Leadership (Leadership)

Builds effective teams to maximise team performance; drives the implementation and improvement of service delivery objectives.

### People Management & Development (Leadership)

Creates an effective team environment, enabling people to perform at their best and continuously develop; provides feedback and coaching to enhance individual and organisation performance.

## Key Accountabilities/Duties

1. Research and develop a model of clinical governance and service delivery for home modifications and assistive technology for the Home and Community Care (HACC) Western Australian Assessment Framework (WAAF)
2. Pilot, implement and evaluate a model of clinical governance and service delivery for home modifications and assistive technology for the Home and Community Care (HACC) Western Australian Assessment Framework (WAAF)
3. Manage the implementation of the project plan in line with its objectives and time frames
4. Develop and support the project steering group and other related working parties
5. Engage and build effective working relationships with relevant industry sector stake holders
6. Responsible for clear communication through appropriate communication strategies throughout the project
7. Ensure the delivery of project reports and correspondence as required

<b>SELECTION CRITERIA:</b> (To be addressed in application)	<b>Essential (E)</b>	<b>Desirable (D)</b>
<p><b><u>QUALIFICATIONS</u></b></p> <p>Tertiary Qualifications in Occupational Therapy</p> <p><b><u>KNOWLEDGE, SKILLS AND ABILITIES</u></b></p> <p>Demonstrated experience with project management</p> <p>Significant experience, knowledge and understanding in Home Modifications and Assistive technology in the Health, Disability and Community Care sector</p> <p>Provide effective consultation, liaison and communication with internal and external stakeholders on development and implementation of project</p> <p>Knowledge, experience and understanding of service model development, implementation and evaluation.</p> <p>Demonstrated experience and proficiency with Information technology client data base and office suite applications.</p> <p>Current "C" class driver's license.</p> <p>Current National Police Check</p> <p>Knowledge of general legislative requirements (Occupational Safety &amp; Health Act, Privacy Act etc.)</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	