



## POSITION DESCRIPTION

<b>Position Title:</b>	Project Officer – Young Carers Program
<b>Level :</b>	Level 5 (ILC Enterprise agreement)
<b>FTE:</b>	0.6 FTE
<b>Special Allowances:</b>	NA
<b>Business Unit:</b>	Commonwealth Respite and Carelink Services
<b>Reports to:</b>	CRCC Service Coordinator
<b>Reviewed:</b>	April 2017

## Independent Living Centre (ILC) Goals and Vision

<b>Our Vision</b>	A community where all people can participate and are included
<b>Our Mission</b>	To guide people's choices to access assistive technology and services for independence and wellbeing
<b>What We Do</b>	<p>We respect people of all ages and abilities including older people, people with disability, their family, carers, service providers and the community.</p> <p>We support people's independence and wellbeing through information, advice, assessment, referral, funding, hire and respite services.</p> <p>We work with people by listening, guiding and linking them to products and services.</p> <p>We collaborate with organisations to offer the best possible service to our consumers.</p> <p>We strive to continually improve the quality of our services by undertaking research and evaluation.</p> <p>We expand knowledge and skills within the sectors we work by providing specialist training, events and consultancy.</p>

## ILC's Overall Objective

The Independent Living Centre WA (ILC) provides information and advice, assessment, training, funding and hire services that enable Western Australians of all ages and abilities to live more independent and fulfilling lives.

Service areas include assistive technology and equipment, home modifications, Noah's Ark WA, occupational therapy driver assessment, carer respite and support, multicultural aged care, Home and Community Care regional assessment and grants and equipment funding.

## 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.

## **Position Overview**

The Commonwealth Respite and Carelink Centre Metro North (CRCC) provides assistance and support to carers who are seeking access to information, respite care and a range of other support appropriate to their individual needs and circumstances.

A carer is person who provides significant care and support to a family member or friend with a chronic illness, disability, mental illness, alcohol or other substance dependence, or who is frail aged

The primary objective of this role is to identify and assist young carers aged up to and including 18 years, who require support to maintain connection to their education due to the demands of their caring role.

## **Key Accountabilities/Duties**

1. Provide information, advice and referral to individual young carers and their families seeking assistance to complete their education.
2. Receive referrals and complete young carer assessment to identify eligibility and need.
3. Facilitate access to supports that assist the young carer to complete their education. Support may include purchase of services to meet their individual needs and circumstances.
4. Consult and collaborate with young carers and other key stakeholders to identify, trial and evaluate creative solutions relevant to young carers education needs.
5. Develop networks across the community and education sector to raise awareness of young carers and to strengthen referral pathways to the program.
6. Maintain accurate and timely documentation as required by the organisation and funding agreements.
7. Maintain and apply knowledge of carer support, aged care, disability, mental health and community care sectors.
8. Comply with Independent Living Centre policies and procedures, and all legislative requirements.
9. Promote the philosophy and objectives of the Independent Living Centre.
10. Undertake other duties as assigned.

<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 youth work, social work or a related discipline</p> <p>Cert IV or diploma qualification relevant to working with young people.</p> <p><b><u>KNOWLEDGE, SKILLS AND ABILITIES</u></b></p> <p>Knowledge or experience in working with young people with caring responsibilities and/or their families.</p> <p>Demonstrated experience with intake, assessment, care planning and referral with young people.</p> <p>Proven experience in networking, building effective relationships with key stakeholders</p> <p>High level of interpersonal and communication skills and ability to work within a team environment.</p> <p>Demonstrated project coordination experience, including scoping, planning, implementation and evaluation.</p> <p>Demonstrated effective time management and solutions focused approach to problem solving.</p> <p>Working knowledge and proficiency in Microsoft Office applications.</p> <p>Current "C" class driver's license.</p> <p>Current National Police Check / Working With Children Check</p> <p>Knowledge of general legislative requirements (Carers Recognition Act, Workplace Safety &amp; Health Act, Privacy Act etc.)</p>	<p></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> <p>E</p>	<p>D</p> <p></p> <p></p> <p></p> <p></p> <p>D</p> <p></p> <p></p> <p></p> <p></p> <p>D</p>