

Healthy Ageing Hub Coordinator – Full time (35 hours per week)

Flexible, friendly working environment, above award conditions.

- *Are you passionate about supporting older people to remain active and healthy and live their best lives?*
- *Do you want to join a supportive team to help shape the future of aged services?*
- *Do you want to work for a highly regarded and vibrant community organisation located in a lovely, newly renovated workspace?*

Newtown Neighbourhood Centre (NNC) is seeking to recruit an experienced Program Coordinator to join the Aged Services Team and establish and coordinate the recently funded **Inner West Healthy Ageing Hub**. This new and exciting opportunity will have a primary focus on community development and health promotion activities for seniors in the Inner West of Sydney. There will also be scope within the role to work with the NNC team to provide a drop in service for community members where they can receive practical assistance and advice on issues that support positive ageing and social connection as well as to provide assistance in navigating programs and services to meet their needs.

About the Opportunity

- Full time role – 35 hours per week
- Above award conditions and pay, based on a 35-hour working week, plus salary packaging, additional leave and flexitime arrangements available
- Flexibility to work part of the week from home (up to 40% of time and subject to operational requirements of the program)
- Classified at Level 5 under the SCHADS Award
- The opportunity to work with an organisation that has a great reputation in a vibrant local community in the heart of the inner west of Sydney.

We are looking for someone who has:

- Commitment to the values of Newtown Neighbourhood Centre.
- Tertiary qualifications in Social Work or other related field and/or min 3 years previous experience in a community social work or aged care position.
- Experience working with older people and a demonstrated understanding of the needs of older people.
- Demonstrated ability to provide practical help and to advise older people, particularly around end-of-life decision-making, for example, advanced care directives.
- An understanding of the aged care and welfare systems.
- Demonstrated ability to engage a range of stakeholders for referrals and navigation.
- Strong organisational skills, with an ability to work autonomously and collaborate with other stakeholders as required by the role.
- High-level written and verbal communication skills and experience presenting to groups.
- Demonstrated experience working with a range of IT systems, including working knowledge of the My Aged Care service portal.
- Awareness of the range of local healthy ageing programs and services and community resources available locally to support positive ageing.
- Demonstrated understanding of Cultural Safety issues and diversity.
- Commitment to ensuring the highest levels of health and safety for staff, volunteers and clients
- A current driver's licence and safe driving record

Interested in applying for the role?

Click on the link in this advertisement to download a detailed *Position Description*, or visit our website at <https://www.newtowncentre.org/job-vacancies.html>

For specific enquiries, please contact Jacqui Oong, Manager Aged Services on 0493-322-889.

Please provide the following information in your application:



- Current CV
- A statement specifically addressing each of the selection criteria as outlined in the *Position Description*
- Details of at least two referees who can attest to your skills and experience - include their name, contact details and position/company, and their relationship to you.

Please submit your written application to jacqui@newtowncentre.org as soon as possible.

Suitable applicants will be contacted and interviewed immediately and no closing date will apply.