



## POSITION DESCRIPTION

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### **POSITION IDENTIFICATION**

**POSITION TITLE:** Program Coordinator

**CLASSIFICATION:** United Voice – Leveda Enterprise Agreement 2011- 2013

**RESPONSIBLE TO:** Manager Accommodation

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### **JOB AND PERSON SPECIFICATION APPROVAL**

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

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### **JOB DESCRIPTION**

- 1. Summary of the broad purpose of the position in relation to the organisation's goals (its expected outcome and how it is to be achieved).**
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Responsible to the Manager Accommodation for the leadership, development and implementation of support programmes for individuals with Borderline Personality Disorder and supporting Leveda staff to implement developed programmes and plans

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- 2. Reporting/Working Relationships (to whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation).**
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The Coordinator is responsible to the Manager Accommodation to work within the Values and Policy framework of Leveda Inc as formally issued and updated from time-to-time.

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**3. Special Conditions (such as non-metropolitan location, travel requirements, frequent overtime, etc.).**

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- 3.1 Current driver's licence is essential.
  - 3.2 A current Senior First Aid Certificate
  - 3.2 Willingness to undertake and maintain (at Leveda cost) specified First Aid Certificate.
  - 3.3 Some work outside of normal hours is required for which Time-Off-In-Lieu (TOIL) can be taken.
  - 3.5 Must be willing to work "on roster" in emergency situations if required for which penalty rates will apply.
  - 3.6 Must be prepared to participate in staff development as required
  - 3.7 Must be prepared to work collaboratory within any service area of Leveda
  - 3.8 Certificate III and IV in Mental Health, Disability or equivalent essential and management/leadership training desirable.
  - 3.9 Flexibility and a willingness to travel and work between locations
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**4. Statement of Key Outcomes/Activities (group into major areas of responsibility/activity).**

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- 4.1 Promote and provide service delivery that is consistent with the organisation's vision, mission, values and code of practice.
- 4.2 Participate in creating environments whereby people we support are empowered to make decisions and achieve as much independence as possible in the least restrictive environment.
- 4.3 Provide skilled specialist advice, guidance and direction to staff working with people we support.
- 4.4 Develop, implement and evaluate strategies/programmes to address the special needs of clients with Borderline Personality Disorder.
- 4.5 Monitor and assess behaviour/skills, develop plans, ensure client and staff participation in the process.
- 4.6 Ensure participation and support of clients and staff to achieve goals identified in the Individual plans and review outcomes.
- 4.7 Monitor effective and ethical work practices.
- 4.8 Work with other professionals to provide support and training where necessary.
- 4.9 Monitor policy implementation and provide staff support.
- 4.10 In collaboration with the Service Manager identify staff training needs, train staff and orientate new staff.
- 4.11 Assist clients to design and adapt homely environments to individual requirements and achieve an individualised quality of life.
- 4.12 Build partnerships with other agencies and individuals to encourage/support best practise service delivery for individuals with Borderline Personality Disorder.
- 4.13 Ensure the implementation of, and adherence to, all Occupational Health and Safety and Rehabilitation procedures.
- 4.14 Ensure services are sensitive to issues related to cultural and ethnic diversity.

- 4.15 Ensure the implementation and adherence to all Equal Opportunity policy and procedures.
- 4.16 Ensure ongoing personal development of knowledge and research in the areas of disability and community services/systems.

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**Read, understood and acknowledged by applicant**

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Date...../...../.....**

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## **PERSON SPECIFICATION**

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### **ESSENTIAL MINIMUM REQUIREMENTS**

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Certificate IV in Mental Health or similar Mental Health specific qualifications

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### **Personal Abilities / Aptitudes / Skills**

- Demonstrated skills in developmental programming and care delivery for people with a disability and complex needs.
  - Demonstrated high level of written and oral communication skills.
  - Ability to use a ms office suite to an intermediate level
  - A demonstrated ability to work in a team environment
  - Ability to establish and maintain effective relationships with people at all levels and key stakeholders to build productive networks and negotiate successful change.
  - Service delivery philosophy consistent with Leveda principles.
  - Self-motivated, energetic and positive.
  - Able to work independently with minimum supervision
  - High level of interpersonal and conflict resolution skills
  - Skills in research, evaluation and planning
  - Time management skills
  - Motivated to work with families, children and adults with a disability and complex support needs
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### **Knowledge**

- Relevant legislation, service standards and social policy in the areas of disability and mental health
- Understanding range of life needs of people with a mental health disability and accompanying cognitive disability
- Quality of life principles and the *recovery* model of service delivery to people with mental health diagnosis
- Current approaches to behaviour management, developmental and positive programming principles and techniques and use a biopsychosocial framework
- Understanding of the impact of drugs and alcohol

### **DESIRABLE CHARACTERISTICS**

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#### **Educational / Vocational Qualifications**

Hold an appropriate certificate Degree or Diploma, e.g. Degree in Disability Studies. (or be studying towards).

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#### **Experience**

- Experience in developing and implementing support programmes for individuals with a mental health disability
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#### **Knowledge**

- Understanding of the needs and issues facing individuals with a Personality Disorder and accompanying disability
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