



Murray Valley Aboriginal Cooperative was established in 1974 with the aim to provide Health, Housing and Child Care / Education to our Community. MVAC is now the largest service provider in Robinvale and welcomes you to apply for this position.

MVAC is a the Child Safe Standards embedding this commitment throughout our organisation. Compliance with the legislation and regulations is a mandatory requirement for all staff members.

Position Title	Elder Care Support (ECS) Connector
Program	Healthy Ageing
Team	Social Wellbeing Team
Cost Centre	Elder Care Support Program – NACCHO
Classification – Full or Part-time (%)	Full Time
Scope or Purpose of Position	The ECS Connector has the primary responsibility of connecting with local Elders, older Aboriginal and Torres Strait Islander people and their families to raise awareness of their care entitlements. The overarching function of the ECS Connector is to ensure that support for clients is organised to enable effective access to appropriate aged care services both internal and external to the MVAC. The ECS Connector will work closely with the ECS Coordinator, and aged care assessors to ensure Elders receive support throughout the assessment process emphasising cultural safety and trauma-informed practices. The position will guide clients in understanding their aged care service entitlements, including My Aged Care registration, contractual arrangements, and costs. Additionally, they will assist Elders and their families in being well-prepared for assessments, plan reviews and outcomes. This role ensures efficient and organised client support, facilitating access to both internal program support and external aged care services, assessing local demand, identifies existing services, addresses service gaps, and advocating as needed. You will be part of the Healthy Ageing program area, that includes HACC/CHSP, Program for Younger First Nations People, under the leadership of the Elder Care Support Coordinator, working very closely with the HACC/CHSP Coordinator and support staff.

	The ECS Connector demonstrates the following attributes: • Excellent relationships with community • Strong communication and interpersonal skills • Capability to build trusting relationships • Person-centred care • Trauma-informed practices • Experience working with older individuals
Contractual Employment Period	This position is funded for eighteen months. Ongoing employment is dependent upon funding. All positions at MVAC are subject to funding and the satisfactory completion of the probation period.
Time Fraction Per Week	Full-time employees will work 34 hours per week over a 52-week year, and between the following weekly operating hours: Monday – Thursday: 9:00am – 5:00pm. Friday: 9:00am – 4:00pm. Closed Weekends, and National or Victorian Public Holidays. Breaks: - 1-hour unpaid meal break if working for more than 5 hours. - 10 minutes each for morning and afternoon tea if working for every 4 hours. <i>Note: An employee may be requested to work hours outside the above times but may also have the right to refuse such request depending on the situation. Any excess hours maybe recognised by TOIL or direct payments, but not until it has been authorised by the CEO only.</i>
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Child Safety	MVAC aims to ensure the safety and well-being of children and youth throughout our organisation in line with Child Safe Standards. In order to achieve this, MVAC has implemented all necessary legislative, regulatory requirements and guidelines pertaining to child safety at all levels of operation through policies and procedures. Management responsibility: Prioritises the wellbeing and safety of children and young people. Regularly review the 11 Child Safe Standards at the staff meeting level. Staff and volunteer responsibilities: Prioritises the wellbeing and safety of children and young people. Implement and apply MVAC child wellbeing and safety policies and procedures. Speak up about child safety.

Salary or Compensation Rate (including superannuation)	TBD based on experience and qualifications <i>Note: Salary or compensation rates and conditions will be reviewed and considered at the annual performance review session only; notwithstanding any due increases in the respective over-riding award any or all adjustments in compensation conditions lies with the CEO, MVAC only, and no other agent of MVAC including the Direct Performance Reviewer.</i>
Salary Packaging Rights (if allowed)	Available
Required Pre-Employment Conditions or Screening Checks	All MVAC employees, prior to any appointment, are required to obtain or hold a current police check (no older than three months before application) and maintain: - <i>A Working with Children Check. For more information: www.justice.vic.gov.au/workingwithchildren/</i> - <i>Current unrestricted manual drivers' licence</i> - <i>Police Check (current, no more than three-months before application)</i> - <i>Current First Aid Certificate (code finishing in 0003 or greater)</i> <i>Note: MVAC will assist all employees during their term of employment to hold a current status or stay current for above conditions.</i>
Primary Position Location	MVAC Offices, 87 Latje Road, Robinvale
Secondary Locations (If any)	MVAC office locations and outreach
Probation Period	Usually six months after initial appointment; it can be deemed shorter at the discretion of the CEO only. During any probation period there will be two reviews undertaken; one approximately mid-way, and another two weeks before end of probation period. At this stage the employee will pass their probation or have their probation period extended or their contract of service terminated. Post-probation the employee will may become full-time (or part-time) employee for the term of their contract, noting the funding and service agreement is a consideration.
Reporting relationships	This position reports to the Elder Care Support Coordinator for day-to-day tasks and responsibilities. The position is supervised Manager Healthy Ageing and Social Wellbeing.
Secondary Reports to	HACC/CHSP Coordinator

Performance Review Timing	Once an employee has had their contract of service confirmed and/or post the completion of the probation period there is usually a number of three-monthly performance / staff development reviews undertaken until the contract of service is completed or a new contract of service is renegotiated. This will include an annual performance review 12-months post successfully completing the six-month probationary period.
Direct Performance Reviewer	Manager Healthy Ageing and Social Wellbeing
Secondary Performance Reviewer (if any)	Executive Director of Programs
End of Contract	An end of contract can be deemed to have happened if the employee has resigned, retired, been terminated due to a breach of certain MVAC policies and/or National or State legislations, or for other specific reasons stated in the contract of service. In some cases compensation maybe granted for an early completion of a contract of services.
Daily Line Responsibilities (Positions)	N/A
Line Performance Review Responsibilities	N/A
Primary Legislation Position Operates Under	• Aged Care Act 2024 • Aged Care Act 1997 • Aged Care Quality and Safety Commission Act 2018 • Charter of Human Rights and Responsibilities Act 2006 (Vic) • Child Wellbeing and Safety Act 2005 (Vic) • Child Wellbeing and Safety Regulations 2017 • Information Privacy Act 2000 (Vic) • Wrongs Amendment (Organisational Child Abuse) Act 2017 (Vic) • Worker Screening Act 2020 (Vic) • Fair Work Act 2009 • Human Rights and Equal Opportunity Commission Act 1996 • Racial Discrimination Act 1975 • Sex Discrimination Act 1984

	- Occupational Health and Safety Act 2004 (Vic) - Occupational Health and Safety Regulations 2017 - Worker Screening Act 2020 (Vic)
Secondary Legislation or Polices Position Operates Under	- Children, Youth and Families Act 2005 (Vic) - Crimes Amendment (Grooming) Act 2014 (Vic) - Crimes Amendment (Protection of Children) Act 2014 (Vic) - Education and Care Services National Law Act 2010 - Family Violence Protection Act 2008 (Vic)
Key Internal Relationships	- Elder Care Support Coordinator - Healthy Aging Team members - Aboriginal Health Practitioner and Health Transport - Social Emotional Wellbeing Team members - Executive Business Manager
Key External Relationships	- External contractors - Care Connect - Mallee District Aboriginal Services - National Aboriginal Community Controlled Health Organisation (NACCHO) - Robinvale District Health Services - Sunraysia Community Health Services Aged Care Network - Aged Care providers - Rumbalara - Victorian Aboriginal Community Controlled Health Organisation (VACCHO)
Key duties and responsibilities	- Active community outreach to promote aged care services, identify and engage with potential clients - Support clients to identify goals and needs to ensure they get the appropriate level of care and services which can include referrals to other specialised services and support - Support client's aged care needs through internal and external referral processes - Provides support to enable client access to appointments - Liaises with the aged care team to continuously review and enhance the role - Ability or willingness to learn how to enter data and reporting - Accounting appropriately for expenses and applying funding guidelines
Key Selection Criteria	- Excellent and strong relationships with the local Robinvale Aboriginal and Torres Strait Islander community - Strong communication and interpersonal skills - Demonstrated ability to build trust

	• Demonstrated understanding of the principles of person centred and trauma informed practice • Experience working with older people • Ability or willingness to obtain an aged care qualification • Good record keeping and time management skills
Qualifications and experience	• Experience working with older people • Ability or willingness to obtain an aged care qualification
Essential Personal Qualities	• Good communication and interpersonal skills with the ability to build trust in the community • Demonstrated experience working unsupervised and as part of a team • Cultural sensitivity • Knowledge of local Cultural history
Key Challenges within the position	Navigating around limited service availability in rural/isolated areas. • Navigating around limited service availability in rural/isolated areas • Meeting program expectations whilst managing budgetary constraints • Satisfying MVAC client needs and expectations • Balancing position responsibilities and other demands on time placed by MVAC management or community • Managing funding and expenses guidelines
Primary Risk Exposures for Position	• In home outreach visits with heightened client or other persons • External climate exposure and elements • Multi-site travel and use of MVAC vehicles • Sitting for extended periods
Random Drug and Alcohol Testing	• MVAC has a policy on the usage of drugs and alcohol, and especially in the areas of family / counselling, childcare and health practice services, and therefore management has a right to conduct random drug and alcohol testing, as needed or directed by either MVAC CEO or MVAC Board.
Selection and Appointment Process	• All applications will be assessed within three working days of close of application, and a short-list will be created for applicants to be invited to attend an interview; those applicants not short-listed will be notified of their unsuccess within five working days of the close of application. • Interviews will usually be conducted within ten working days of the close of applications; all short-listed applicants will be notified of their interview by email only. • Most interviews will be conducted face to face on MVAC grounds unless there are constraints on applicant's attendance or State legislation. • Applicants will be interviewed by at least two MVAC employees, best practice is three. The interviewers will be selected from a broad range of

	program areas including but not limited to members of the Board of Directors, respected members of the local Aboriginal community, Supervisory Staff Members, External Agency Representatives or consumers, dependent upon the requirements of the role. All applicants must provide the names and contact details of a minimum of two current and suitable referees; these referees will be contacted before any appointment can take place. All interviewed applicants will be notified, via phone or letter, of their success as the preferred suitable candidate within five days after all interviews. The preferred suitable candidate will require successful safety screening to be completed (that is a current Working With Children Check and a returned National Police Check). Where the preferred suitable candidate successfully completes the safety screening a referee checking process will be completed <i>PRIOR</i> to a contract being prepared and offered.
Required Pre-Employment Conditions or Screening Checks Mandatory training within the first 6 months Qualification	All MVAC employees, prior to appointment, are required have and maintain a WWC and police check (no older than three months before application) - <i>A Working with Children Check. (must be linked to MVAC)</i> - <i>Current National Police Check and International Police Check if applicable</i> - <i>A current unrestricted drivers' licence, (if required in your business area)</i> - <i>Child Safe Standards</i> - <i>Privacy and Confidentiality</i> - <i>Information Sharing</i> - <i>MARAM</i> - <i>First Aid Certificate (code finishing in 0003 or greater)</i> - <i>Supervisor Food Handlers Certificate</i> - <i>Any other status deemed necessary for the position, for example, nursing qualifications, early learning etc</i> - <i>Proof of COVID vaccination (if required in the business area)</i>
Privacy Requirements	All successful applicants will be required to acknowledge the existence and daily application of the MVAC Privacy and Confidentiality Policy which have been developed in-line with the Privacy Act 1988 (Cth) https://www.oaic.gov.au/privacy/australian-privacy-principles/
Disclosure of Information on Pre-existing	There is an obligation on all applicants to fully disclose, either in application and/or at interview, any prior or present medically related injuries or conditions that could have a bearing on their ability to perform the duties and responsibilities of the

Injuries or Conditions	position, as outlined in this Position Description, or potentially expose the employer to increased workplace-related liability in the future (see primary risk exposure section for guidance). Such information cannot be used by MVAC to discriminate the applicant in their consideration for suitability for the position, nor once employed in any performance reviews or promotion considerations https://www.ag.gov.au/rights-and-protections/human-rights-and-anti-discrimination/australias-anti-discrimination-law
Continuous Professional Development (CPD)	MVAC is a strong and active supporter of all employees undertaking opportunities to further enhance their professional, and personal skills and abilities. MVAC <i>may</i> provide this support through the conduct of internally managed workshops, payment for attendance to externally provided workshops, or direct compensation for course fees or levies.
Contact Persons for Further Information	Manager, Healthy Ageing and Social Wellbeing 03 5026 3353
Position Responsible for Position Description Review, and when.	Manager, Healthy Ageing and Social Wellbeing 13 April 2028

Key MVAC Governance Issues

Our Vision: Cultural Strength and Independence

We want to further develop a strong cultural foundation for current and future generations of Indigenous people with programs that improve existing standards of Aboriginal housing, Aboriginal jobs, Indigenous welfare, and Indigenous education.

Our Mission: Improving the Lives of Aboriginals

We aim to provide services that are beneficial to, and consistent with, the core values of Aboriginality. We encourage community collaboration and contribution to Indigenous assistance programs, and actively promote Aboriginal cultural and family values.

Everything MVAC offers or provides is founded on:

- Respect and support for the values of the Aboriginal Community
- Honesty and integrity

- Transparency, accountability and fairness in our decision making
- Professional, reliable and timely service delivery'
- Valuing our staff and provision of a diverse and supportive workplace
- Displaying cultural strength and awareness

Furthermore, MVAC is committed to improving the health and welfare of Aboriginal people in Robinvale and Murray Valley districts, by providing information and access to culturally appropriate support services and programs for health care, child care, aged care, housing, employment and legal matters <https://www.mvac.org.au/>

Lastly, MVAC actively supports and embodies, on a daily basis, within all policies, practices and community relationships the five governing principles promoted by Reconciliation Australia in its mission statement '*At its heart, reconciliation is about strengthening relationships between Aboriginal and Torres Strait Islander peoples and non-Indigenous peoples, for the benefit of all Australians*' <https://www.reconciliation.org.au/what-is-reconciliation/>

Signature of Employee (once contract has been signed)	
Name printed	
Date	
Witness Name printed	
Witness Position	
Witness	

Signature	
Witness Date	