



Family Network Coordinator

Position Description

About the position:	<p>The primary role of the Family Network Coordinator is to arrange regular meetings for families of young people in nursing homes¹ to provide information, support and connect families, and also empower participants to engage in advocacy for better outcomes for young people with disability.</p> <p>This is a 0.6 EFT position based in Box Hill, Victoria.</p>
Salary range:	\$45,000 - \$65,000 pro rata plus Superannuation, depending on experience
Key Responsibilities:	<p>Organise events specifically for families that offer information, support and networking. This includes venue hire, catering, event information distribution and follow-up phone contact with families.</p> <p>Facilitate a family advisory group to provide strategic input to the Summer Foundation to ensure that the perspective and contribution of families is included in the broader work of the Summer Foundation.</p> <p>Collaborate with other community service organisations to obtain, modify or develop information that is relevant for families, and also to update the Summer Foundation Knowledge Network with same.</p> <p>Seek funding sources and draft submissions.</p>
Reports to:	CEO Di Winkler
Key Customers / Stakeholders:	<p>Families of young people in nursing homes</p> <p>Young people in nursing homes</p> <p>Partner organisations</p> <p>Summer Foundation Board and staff</p>
Qualifications:	Minimum Diploma of Community Services or Counselling or similar with 2 years experience, or equivalent experience in the field.

¹ or who are at risk of entering nursing homes; this applies whenever young people in nursing homes is mentioned in this document.

Knowledge and Experience:	<p>Experience working with families, preferably people with acquired brain injuries and other neurological conditions highly desired.</p> <p>Strong administration and organisational skills.</p> <p>Mid-level expertise in computer programs such as Microsoft Word and Excel. Ability to learn how to use new software programs.</p>
Personal requirements:	<p>We are seeking an energetic, mature, friendly “people person” who is passionate about outcomes that improve the lives of people with disability and their families.</p> <p>Able to work autonomously, the successful applicant will also be a team player who contributes to total team success, and brings a systematic, detailed and thorough approach to work planning.</p> <p>The ability to be innovative and creative is required, as well as intuitive in building and managing relationships.</p>
Core Competencies:	<p>The job holder’s values will match those of the foundation. The Summer Foundation’s stated values include the following:</p> <ul style="list-style-type: none">• We are committed to growing a movement that will resolve the issue of young people in nursing homes• Supporting, informing and empowering people with disabilities and their families is key to resolving this issue• Preserving our credibility is paramount; we are committed to integrity in our relationship with others and the preservation of facts• We share credit and power within the organisation and other organisations• We collaborate with other non-profits to increase funding for the disability sector rather than compete for scarce resources• We share knowledge, skills and leadership with other organisations.
Performance Objectives:	<p>Reflected in agreed key performance indicators – derived from the strategic plan</p>