



Position Description

POSITION DETAILS

Job title:	Co-ordinator – Elder Abuse Health Justice Partnership
Classification level:	6
Service area:	Legal Services –Elder Abuse Response - Elder Abuse Health Justice Partnership
Location:	Burwood (Peter James Centre)/Boronia (ECLC) with the potential for other Eastern Health locations during the period of the project
Reports to:	Managing Lawyer – Elder Abuse
Direct reports:	N/A
Employment status:	Full-time (Part-time negotiable - minimum 0.8 EFT) Fixed term to 31 August 2022 All positions at the Centre are subject to the continuation of project funding
Employment conditions:	In accordance with the Eastern Community Legal Centre Enterprise Agreement 2013-2016 and applicable legislation, and the requirements contained in the job description, each of which forms part of this contract
Probationary period:	A three-month probationary period applies, which may be extended by an additional three months. Employment may be terminated by the employee or Eastern Community Legal Centre within the probation period with two weeks written notice
Remuneration:	Salary package in the range of \$92,362 - \$100,990 per annum (pro rata) based on qualifications, skills and experience, comprising cash salary (\$83,230 – \$91,000 per annum), employer funded superannuation in accordance with the <i>Superannuation Guarantee (Administration) Act 1992</i> (Cth). Additionally, the benefits of leave loading on annual leave and tax-effective salary packaging (including access to Accommodation and Meal Entertainment packaging) will be available from commencement. For Eastern Health staff, a secondment from Eastern Health may be negotiated with salary range Grade 2 (Year 3) to Grade 3 (Year 4) in the <i>Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016-2020</i> based on skills and experience. These applications are welcomed.
Travel:	The position will require attendance at alternate locations, including other ECLC offices and Eastern Health locations, in addition to occasional evening commitments. Generally, employees utilise their insured and roadworthy private vehicles with travel costs reimbursed



EASTERN COMMUNITY LEGAL CENTRE

Eastern Community Legal Centre (ECLC) has been working with individuals and communities for over 40 years to resolve legal problems, improve laws and legal processes and alleviate socio-economic disadvantage, ECLC's vision is a community that respects and upholds human rights, fairness and justice.

ECLC provides legal services, including information and referral, education, advice and advocacy, primarily to people living in Boroondara, Manningham, Whitehorse, Maroondah, Knox and the Yarra Ranges, as well as some specific services in Monash.

ECLC aims to make legal help available to all those in the community who would otherwise not have access to a lawyer, whilst prioritising services and targeting programs to those who experience acute disadvantage.

POSITION CONTEXT

Support, Empowerment, Advocacy and Safety Elder Abuse Response

This position is a part of the SEAS (Support, Empowerment, Advocacy and Safety) Elder Abuse Response Service. This new program, funded under the Federal government's Protecting the Rights of Older Australians: Elder Abuse Service Trials, comprises two key initiatives aimed at addressing and responding to Elder Abuse - the ECLC Specialist Elder Abuse Unit and the Health Justice Partnership (HJP) with Eastern Health.

Vision

To create a community in which older people lead self-directed lives, free from abuse or exploitation, their rights are upheld and they are treated with respect and dignity.

Purpose

To deliver collaborative, integrated services to older people at risk of, or experiencing abuse through the provision of evidence based professional services.

Health Justice Partnership

HJP model

This position is based in the HJP, which will be based within Eastern Health's premises, primarily the Peter James Centre in Burwood. A HJP is a model of providing integrated services where a lawyer or legal service becomes part of the healthcare team, and people have access to legal services in health care settings. Through the integration of a legal service into a healthcare setting, a HJP is designed to break down barriers to accessible legal services for people experiencing health issues and to thereby bring about health benefits due to effective legal advocacy on behalf of patients.

Health Justice Australia, the national centre for HJPs in Australia, lists about 40 HJPs across Australia, with 20 based in Victoria. In the context of early intervention, HJPs establish a connection between the health and legal services which is vital to providing access to individuals at key transition points in their lifetime. Furthermore, the health service may function to provide the individual through ongoing support so that they may access the legal service when they are ready.

Developments in the effective provision of legal assistance, particularly within the context of family violence, have urged the legal assistance sector to broaden its understanding of early intervention. The cross-discipline perspectives that come from the HJP model facilitate a more holistic understanding of when legal services may be determined to be 'early intervention'.



Partnership approach

ECLC and Eastern Health have partnered to establish a HJP to increase capacity to respond to older people experiencing or at risk of experiencing elder abuse in a health setting.

HJP

The HJP comprises five key roles:

- Managing Lawyer – Elder Abuse (SEAS supervision, partnership and linkages focus) - full-time
- **Co-ordinator – Elder Abuse HJP (supervision, coordination and partnership focus) – full-time**
- Community Lawyer – Elder Abuse (elder abuse/ family violence expertise) - full-time
- Financial Counsellor – Elder Abuse HJP - part- time
- Intake, administration and data support – Elder Abuse HJP - part-time

The HJP objectives include:

- Delivering early intervention responses (advice and casework) to vulnerable older people at risk of or experiencing Elder Abuse, applying an integrated practice approach (a lawyer, financial counsellor and other staff co-case managing) and working collaboratively with partner community service professionals (including Eastern Health social workers);
- Contributing to key partnership and community development activities as part of the Elder Abuse Service Trials, particularly Eastern Health through the HJP.

Legal advice and casework is provided using a multidisciplinary co-case management model.

ROLE OF COORDINATOR – ELDER ABUSE HJP

As part of a newly established multi-disciplinary team comprising a financial counsellor and community lawyer and in collaboration with ECLC's HJP partner (Eastern Health), the Co-ordinator – Elder Abuse HJP will:

- Develop and maintain effective relationships and communication with Eastern Health, the Eastern Elder Abuse Network (EEAN) and its members, and other agencies in the region;
- Facilitate good management of the HJP, including by co-ordinating key HJP meetings;
- Engage in partnership and community development activities, and participate in external forums, to raise awareness of elder abuse; and
- Support the Managing Lawyer with monitoring and evaluation activities, reporting, and the continuous improvement of the HJP to improve the system and outcomes for older people experiencing or at risk of elder abuse.

For a more detailed description of the position, please find below the position's key responsibilities and key selection criteria.

MANAGEMENT STRUCTURE

The HJP is part of the SEAS - Elder Abuse Response Services, within the Legal Services directorate of ECLC. The HJP works closely with ECLC's other integrated practice programs, including ECLC's Specialist Elder Abuse Unit, within ECLC's broader Integrated Practice Framework.

Whilst operating within ECLC's legal practice guidelines, the HJP maintains separate, clear and strategic client assistance criteria and approaches. All members of the HJP must adhere to ECLC's relevant legal professional privilege requirements and related privacy and reporting policies.

Internal supervision and support provided by the Managing Lawyer – Elder Abuse.

External professional supervision also available.



COLLABORATES WITH

ECLC leadership and management team, employees and volunteers, Eastern Health, Eastern Elder Abuse Network and other relevant agencies, and funding bodies.

DECISION MAKING AUTHORITY

Decision making authority regarding day to day work flow. In consultation with Managing Lawyer – Elder Abuse, decisions related to the strategic development of the Elder Abuse HJP.



KEY RESPONSIBILITY AREAS		
No.	Key Responsibilities	Performance Measures
1.	<p>Elder Abuse HJP Program Co-ordination</p> <p>1.1 Support the Managing Lawyer – Elder Abuse to ensure the ongoing development of the Elder Abuse HJP, to improve the system and outcomes for older people experiencing or at risk of elder abuse.</p> <p>1.2 Co-ordinate regular program steering group and integration meetings of the HJP with Eastern Health.</p> <p>1.3 Maintain, develop new (as appropriate) and ensure the continuous improvement of integrated practice processes and procedures, and file management and information systems in collaboration with the Managing Lawyer – Elder Abuse and Eastern Health.</p> <p>1.4 Support the Managing Lawyer – Elder Abuse to coordinate monitoring and evaluation activities (internal and with partners), including collecting and analysing data and conducting consultations.</p> <p>1.5 Promote compliance with professional obligations, including maintaining legal professional privilege and client confidentiality within a multidisciplinary team; the Memorandum of Understanding with Eastern Health; and any other relevant policies and procedures.</p>	<p>Support the development of improvements and new initiatives that increase efficiencies and quality of service.</p> <p>Engage in regular consultation with Managing Lawyer – Elder Abuse on the operation of the program.</p> <p>Submit service and project reports as required.</p>
2.	<p>Partnership Development and Collaboration</p> <p>2.1 Develop and maintain effective relationships and communication with Eastern Health, the Eastern Elder Abuse Network (EEAN) and its members, and other agencies in the region.</p> <p>2.2 Support the Managing Lawyer – Elder Abuse to co-ordinate, and chair EEAN – Response Working Group meetings.</p> <p>2.3 Support the Program staff to have an improved understanding of Eastern Health and its processes, and to build and maintain positive relationships with Eastern Health staff.</p> <p>2.4 Coordinate and participate in targeted professional development activities in collaboration with program partners.</p> <p>2.5 Represent the Centre and the Program in a variety of forums.</p> <p>2.6 Assist the Managing Lawyer- Elder Abuse to co-ordinate EEAN – Response Working Group meetings as required.</p> <p>2.7 Develop effective referral pathways in ECLC and with Eastern Health and other relevant service providers.</p>	<p>Review and update the program plan.</p> <p>Develop, strengthen and maintain relationships with key stakeholders.</p> <p>Co-ordinate and facilitate stakeholder agency meetings.</p>



KEY RESPONSIBILITY AREAS		
No.	Key Responsibilities	Performance Measures
3.	<p>Governance and Accountability</p> <p>3.1 Participate in regular supervision with the Managing Lawyer – Elder Abuse.</p> <p>3.2 Monitor and evaluate areas of responsibility in line with Centre’s organisational planning</p> <p>3.3 Actively contribute to and participate in centre planning and evaluation processes</p> <p>3.4 Undertake professional development in consultation with the Managing Lawyer – Elder Abuse.</p> <p>3.5 Ensure compliance with policies and procedures of the Centre.</p> <p>3.6 Participate in annual performance reviews.</p>	<p>Participate in regular supervision with Managing lawyer – Elder Abuse.</p> <p>Provide written reports as required.</p> <p>Attend regular staff and team meetings.</p>
4.	<p>Administration</p> <p>4.1 Prepare reports for internal external purposes (for funders and partners) as agreed and requested.</p> <p>4.2 Ensure relevant and appropriate records are maintained.</p> <p>4.3 Assist the Managing Lawyer – Elder Abuse to maintain an elder abuse service map in collaboration with the EEAN, as a requested.</p>	<p>Contribute to submissions to funders within contracted timeframes.</p> <p>Contribute to acquittal reports to funders within contracted timeframes.</p> <p>Provide written reports as required.</p>



KEY SELECTION CRITERIA (QUALIFICATIONS, KNOWLEDGE & SKILLS, PERSONAL ATTRIBUTES)

Mandatory Qualifications

- Tertiary qualifications in a relevant discipline

Essential Knowledge & Skills

- Demonstrated experience working at or with a public health service, preferably Eastern Health
- Demonstrated experience working with or within a multi-disciplinary environment, preferably in family violence/elder abuse
- Commitment to social justice and equality
- Demonstrated experience mentoring staff
- Demonstrated experience in planning, co-ordinating and delivering services to older people experiencing or at risk of experiencing elder abuse
- Demonstrated understanding of the social context of Elder Abuse as a form of family violence
- Demonstrated ability to engage and liaise successfully with a diverse range of stakeholders in various sectors
- Excellent organisational, interpersonal and communication skills, including the ability to produce high quality written and verbal reports
- Group facilitation, presentation and leadership skills with the ability to apply adult learning principles in a range of contexts
- Ability to work independently in a self-directed and self-motivated manner, while also actively contributing to a team based working environment

Desirable Knowledge and Skills

- Experience working as a clinical social worker, occupational therapist nurse or other relevant health professional
- Experience working with people from Aboriginal and Torres Strait Islander backgrounds
- Experience working with people from Culturally and Linguistically Diverse (CALD) communities
- Understanding of the legal context of elder abuse and issues associating with ageing
- Experience working in a partnership

Personal Attributes

- Ability to contribute to a positive working environment
- Team orientation
- Ability to manage multiple, competing priorities
- Discretion and professionalism
- Flexibility and adaptability



MANDATORY REQUIREMENTS OF ALL EMPLOYEES

Commitment to ECLC Vision, Mission, Aim and Values

- Demonstrate commitment to the ECLC Vision, Mission, Aim and Values through employment activities and conduct

Engagement

- Actively participate in regular professional supervision, debriefing, performance reviews, centre planning and evaluation, professional development and relevant meetings

Integrity

- Adhere to expected standards of behaviour and demonstrate integrity as detailed in the ECLC Code of Conduct and centre policies and procedures

Inclusiveness

- Value social and cultural inclusiveness as a strength and engage positively through employment activities and conduct

Consumer/Client-Centred

- Prioritise the needs of consumers and clients, demonstrate commitment to client empowerment and works towards equitable access to legal services

Self-Referral

- It is Centre policy that no staff member or volunteer shall, under any circumstances, refer work to themselves, their families or other members of their firms

Pre-employment Verification

- Appointment will be subject to satisfactory completion of screening requirements including but not limited to:
 - valid Employee Working With Children Check
 - National Criminal History Check
 - International Criminal History Check
 - verification of work rights in Australia
 - certified copies of qualifications

APPLICATION PROCESS

Applications including resume, cover letter and responses to the Key Selection Criteria to be submitted by midnight on Sunday, 15 September 2019 to employment@eclc.org.au

Applications must clearly address the selection criteria contained in the position description.

The recruitment process is expected to comprise two stages for short-listed applicants:

- A face-to-face interview with the selection panel; and
- Professional reference checks.

The selection panel may conduct additional interviews or assessments at its discretion.

Further Information: www.eclc.org.au

Questions: Please contact Shahaan Murray, Managing Lawyer – Elder Abuse on (03) 9285 4822