



*Italian Australian Pensioners Welfare Association of Tasmania Inc
(IAPWAT)*

POSITION DESCRIPTION:

DAY CENTRE MANAGER

(Permanent Part Time: 25 hours per week, with the possibility of extension)

POSITION SUMMARY

The Day Centre Manager operates under limited direction and exercises managerial responsibility for the day to day operations of the Italian Day Centre. He or she, under general Committee direction, establishes operational procedures, programs and work practices and has responsibility for business decision making and the provision of expert advice to the Committee. As such, a good understanding of the long term strategic goals and objectives of the Centre and its programs is required.

Purpose of Position

The purpose of the Day Centre Manager is to coordinate and manage the delivery of services to Italian frail aged and younger disabled people and their carers who are at risk of premature institutionalisation in their own homes and to manage the staff of the Day Centre and its resources on behalf of the Italian Australian Pensioner's Welfare Association of Tasmania and Commonwealth and State funding.

Position reports to:

The Day Centre Manager reports to the IAPWAT Management Committee.

Others reporting to this position:

Finance Officer
Administrative Support Officer
Outreach Officer
Social Support Workers
Cooks
Cleaners
Volunteers
Consultants and contractors appointed by the Manager or Management Committee

Salary:

Social Community, Home Care & Disability Services Industry Award Rate Negotiable
Also based on qualifications and experience.

Position Duties

- provide the IAPWAT Management Committee with policy advice, support, information and expertise required to effectively meet their responsibilities
- ensure that Day Centre service runs effectively and efficiently on a day-to-day basis and complies with set Standards of Service Delivery and Management and Statutory requirements
- develop and implement administrative policy and procedural systems
- promote and monitor the achievements of Committee objectives and goals
- negotiate on behalf of the Committee and prepare funding submissions for signature and lodgement
- prepare reports and development plans as required
- develop and manage programs and policies to meet the needs of clients
- coordinate and manage the delivery of all services
- maintain client and service records appropriately
- develop service delivery plans
- assess and review client needs
- assist and advise the management committee and employment staff issues
- carry out assessment and reviews of staff and consultant performance including assessing the standards of work
- prepare staff contracts and monitor performance and compliance against approved contracts
- ensure effective OH&S procedures are maintained
- represent the organisation to the community and government
- participate in high level forums with like organisations and government agencies
- provide input into research and program development on an industry wide basis
- develop and maintain links with other relevant organisations to promote more effective coordination of services for the community
- carry out other duties in line with the philosophy and mission of IAPWAT.

Skills, Personal Qualities and Experiences Required

Essential

- a demonstrated ability to efficiently manage a human services organisation, be a team leader, and successfully motivate others to perform to the best of their abilities
- an effective communicator with others (written and verbal), with excellent networking skills
- well developed writing skills and a high level of computer literacy, including experience in developing, preparing and presenting organisational documents and reports
- knowledge of relevant community and government resources
- a strong motivation and commitment to the principles and standards of IAPWAT, the Commonwealth Home Support Program, and Home and Community Care, including a demonstrated commitment to working with a disadvantaged community
- a motor vehicle drivers licence

Desirable

- tertiary qualifications in a relevant field to the position
- ability to assess social and environmental factors relevant to functional disability of target groups
- an understanding and appreciation of issues affecting the target client population
- strong interest in the Italian language and culture

Working Environment:

- The Day Centre is a smoke free workplace
- The use of screen-based equipment is a requirement of this position
- This position is subject to a Police/Good Character Check

Revised and Approved by IAPWAT Management Committee
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March 2017



Italian Australian Pensioner's Welfare Association of Tasmania

Selection Criteria

For the position of

Day Centre Manager

Essential Criteria:

Please support your job application for this position by providing details, evidence and examples of how well you fit the selection criteria. Please write no more than 1-2 paragraphs per criterion.

- **Criterion One (Service Delivery):** Ability to promote and ensure high quality service delivery and coordination, as required in meeting applicable guidelines and standards.
- **Criterion Two (Management):** Experience in managing staff, with an ability to inspire a cohesive, supportive team environment.
- **Criterion Three (Working Environment):** Experience in working effectively and efficiently (individually and as part of a team) within a community organisation.
- **Criterion Four (Resourcefulness):** Within a community-based organisation framework, an ability to identify and source funding opportunities, and to meet required reporting processes and deadlines.
- **Criterion Five (Networking):** Ability to liaise productively with other organisations, such as government bodies and other relevant stakeholders
- **Criterion Six (Computer Literacy):** Sound knowledge of computerised systems, including data systems and processes, and MYOB

Referees:

Please provide details of **two to three** referees to support your job application. Please provide:

- Full Name
- Position
- Relation to Applicant
- Length of Time Referee has known Applicant
- Phone
- Email

Please let us know if you would like us to contact you before contacting your referees

Finalising Your Application:

Please remember to submit all necessary documents for this application, including:

- Cover Letter
- CV (including referees)
- Responses to Selection Criteria
- Current National Police Check Certificate (within three years of application date)

Please submit all applications to:

Mrs Laura Lufi
Public Officer – IAPWAT
PO Box 297
North Hobart TAS 7002

Or email publicofficer@inet.net.au.

For more information, please call (03) 6234 2443.

Our opening hours are from 9:00am – 4:00pm Monday to Friday.

Applications close at 5:00pm on Thursday 13th April 2017.

Applicants will be contacted for interviews within the first week after applications have closed.

All applicants will be notified of the outcome of their application.

Thank you for your submission.