

Position Description

Position	Elder Abuse Trainer, Seniors Rights Victoria
Tenure	Fixed term – January to December 2019
Status	0.8 FTE
Hours of Work	30.4 hours per week
Award Classification	As per Social, Community, Home Care and Disability Services Award, Community Development Worker Level 6
Date Prepared	October 2018
Commencement Date	01 January 2019 or as soon as possible after that date
Probation Period:	Three (3) Months
Reports To	Manager, Seniors Rights Victoria

ORGANISATIONAL OVERVIEW:

Council on the Ageing (COTA) Victoria is the leading not-for-profit organisation representing the interests and rights of people aged over 50 in Victoria. For nearly 70 years in Victoria, we have led government, corporate and community thinking about the positive aspects of ageing.

COTA Victoria's focus is on promoting older age as a time of opportunities for personal growth, contribution and self-expression. We believe there are obvious National, State, community, family and individual benefits from this approach. We also recognize the challenges faced by some older people and thus work to protect their rights.

COTA Victoria has an experienced Board; highly qualified, permanent staff located in a central Melbourne office location; and a broad State membership and volunteer base.

Vision: *Ageing in Australia is a time of possibility, opportunity and influence*

Purpose: *COTA advances the rights, interests and futures of Australians as we age*

Strategic Priorities: *For older Victorians, COTA promote opportunities and protect rights. Our Strategic focus is on Policy, Health, Rights and Organisational sustainability.*

Policy

Maintain our leadership in policy development and advocacy on behalf of older people in Victoria and Australia in general.

Health and Wellbeing

Continue to successfully manage and increase a portfolio of physical, mental and financial health projects and services designed to benefit and improve the quality of life of older Victorians

Rights

Maintain the position of *Seniors Rights Victoria* (a COTA program) as Victoria's leading provider of information, legal aid and support, advice and education to help prevent elder abuse and protect the rights of older people.

Organisation

Build COTA organisational efficiency and sustainability in Victoria through improvements to marketing, knowledge management, income generation and volunteer management.

Values: Respect, Diversity, Collaboration, Integrity

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PROGRAM OUTLINE

Seniors Rights Victoria (SRV) provides leadership across Victoria by preventing and responding to older people experiencing abuse. Elder abuse is any act which causes harm to an older person, carried out by someone they and trust such as family or friends. Elder abuse may be physical, sexual, financial, psychological or social abuse, or neglect. SRV's services to older people experiencing abuse include a Helpline, specialist legal services, short term support and advocacy, and community education. In addition, SRV has broader policy, systemic advocacy, law reform and capacity building roles both in Victoria and nationally in order to raise awareness of elder abuse and promote prevention.

POSITION OBJECTIVE:

COTA / SRV has been funded in 2019 to train family violence service providers and providers of universal services across Victoria to understand elder abuse as a specific form of family violence, and to provide appropriate service responses to older people. The Elder Abuse Trainer is responsible for the design, development and delivery of specific targeted training in elder abuse for family violence service providers, and for other services where elder abuse may be relevant such as health sites, aged and community care services, local government etc.

RESPONSIBILITIES:

1. Research gaps in knowledge of elder abuse in family violence and other services, and undertake a training needs analysis for the sector
2. Identify and evaluate available training resources, delivery modes etc., and identify gaps to be addressed
3. Design and develop training packages - minimum of two standard modules.
4. Pilot delivery of the modules over 12 sessions to rural and regional areas as well as metropolitan services
5. Establish a Train the Trainer framework and deliver initial Train the Trainer sessions.
6. Build relationships and work collaboratively with key stakeholders in order to design and deliver the training, and to strengthen referral pathways between elder abuse services and the family violence sector
7. Evaluate the training in order to contribute to an evidence base about skills and capabilities required to address elder abuse within the family violence workforce
8. Contribute to broader organisational and sectoral strategies to embed appropriate responses to older people within family violence services

KEY SELECTION CRITERIA:

Mandatory

1. Certificate IV Training and Assessment, or equivalent tertiary qualification

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Professional

2. At least three years post-qualification experience in the design, delivery, coordination and evaluation of training packages for / within the community sector, preferably with some relevance to family violence and/or elder abuse
3. Demonstrated understanding of adult learning principles and ability to apply them within a professional education context
4. Understanding of the training-relevant issues in the family violence service system, and of the specific issues relating to elder abuse and the needs of older people
5. Excellent project administration, coordination and organisational skills
6. Excellent written and oral communication skills
7. Demonstrated ability to develop and maintain stakeholder relationships and work collaboratively with partner organisations
8. Strong information technology skills, including ability to produce and manage documentation and files electronically, and learn new systems as required

Personal

9. Good interpersonal skills, including working with older people and people from culturally and linguistically diverse backgrounds, including Aboriginal communities
10. Demonstrated ability to collaborate and work in, and support, a cohesive multi-disciplinary team
11. Demonstrated ability to work under pressure, manage timelines and work with conflicting deadlines and priorities
12. Current Victorian driver's license, and accepted for insurance coverage

SPECIFIC RESTRICTIONS/CONDITIONS

It is essential that any physical or out of hours demands are listed here. For example:

- Must be physically capable to carry out administrative duties, involving extended periods of VDU use;
- This role requires regular out-of-hours work and travel intrastate and interstate;
- Must have current Victorian driver's licence;
- Employment is subject to an ongoing satisfactory police check.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Statement of accountabilities for this position (if relevant) is outlined within the organisations Delegation of Authority.

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OTHER RELEVANT INFORMATION:

- Location:** Level 4, 533 Lt Lonsdale Street, Melbourne, Vic., 3000
- Other:** Council on the Ageing has an Enterprise Bargaining Agreement (EBA) that covers all COTA employees: 3 years from 11th July, 2016.
- Salary Sacrificing:** Available in accordance with Australian Taxation Office legislation and regulations, and in accordance with the Council on the Ageing's Policy and Procedure
- Self-Referral:** It is COTA policy that no staff member or volunteer shall, under any circumstances, refer work to themselves, their families or other members of their firms.
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AUTHORISATION & ACCEPTANCE

Employer Chief Executive Officer

Signature _____

Incumbent

Signature _____

Date _____