



**Faculty of Health**

**Program Coordinator – SNUG**

**Family Action Centre**

**Position No. 1032**

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## **General Information**

The Special Needs Unlimited Group (SNUG) project involves geographically isolated families who have a child with a severe disability attending a five day residential camp in the Hunter Region of NSW. The families access the Newcastle based specialist dental, neurological and other vital specialised medical care that is not available in rural communities. All family members will be supported with activities for siblings and parents.

The Family Action Centre is looking for a person with exceptional organisational skills who has empathy and understanding of issues facing families who have a child with special needs. Knowledge of the complexities of rural life will assist in this position. This position will be supported by regular supervision, access to administrative support plus highly experienced and dedicated multidisciplinary colleagues.

This position is available on a fixed term part time (21 hours/week) basis for 6 months with the possibility of an extension subject to funding.

## **Position Description**

POSITION TITLE:	Program Coordinator
HEW / ACADEMIC LEVEL:	HEW Level 6
FACULTY/DIVISION:	Health
SCHOOL/UNIT:	The Family Action Centre (FAC)
IMMEDIATE SUPERVISOR:	Team Leader – Community Programs
ROLE STATEMENT:	Project Management – Special Needs Unlimited Group (SNUG) The SNUG project involves geographically isolated families who have a child with a severe disability attending a five day residential camp in the Hunter Region of NSW. The families access the Newcastle based specialist dental, neurological and other vital specialised medical care that is not available in rural communities. All family members will be supported with activities for siblings and parents.
ROLE DESCRIPTION:	21 hours per week to co-ordinate and manage the SNUG Program

## **Supervision/Management/Leadership**

Under the supervision of the FAC's Team Leader Community Programs organise, implement and report on the SNUG Project in accordance with policies, specifications and reporting requirements. Be responsible to the Team Leader, the Project Reference Group and ultimately to the Director of the Family Action Centre for meeting the work plan guidelines for the SNUG project in a timely and professional manner.

Recruit, Train, and Supervise volunteers with the support of the Team Leader.

## **Task level and Typical Activities**

Assessment and intake of families to the SNUG program.

Liaison with families pre, during and post program.

Liaison with medical practitioners and specialist health care providers to arrange clinical assessments and treatments for children with special needs involved in the SNUG program.

Organise program dates, materials, and other resources.

Volunteer Recruitment, Training, Support and Linking.

Provide post program support and linking with and between participant families.

Organise sibling program.

Develop partnerships and collaborative arrangements with local agencies and government departments.

Liaison and Promotion of the SNUG project.

Develop and maintain program records system.

Monitor project budget and maintain financial records.

Prepare progress reports, annual reports, research documentation as required by the funding bodies, the Family Action Centre and the SNUG Reference Group.

Provide organisational and administrative support to the SNUG Reference Group.

Contribute to identification of new program opportunities and innovative models of practice.

## **Organisational Knowledge**

Comply with the University of Newcastle's Child Protection Policy and also with any relevant Child Protection legislation in NSW. This includes signing the Working with Children checks.

Meet appropriate reporting requirements of Supervisor, Project reference Group, the funding body, and other parties as required.

Contribute to the development and maintenance of a positive and productive working environment of the FAC's community services in accordance with the stated philosophy and role of the Family Action Centre.

Undertake personal and staff development in accordance with the demands of the position and the FAC's staff development guidelines

Attend relevant FAC staff meetings and meetings of the SNUG Reference Group...

Be familiar with, and observe the University's policy and procedures on Equity and Diversity, Managing for Performance and Occupational Health and Safety in the performance of the responsibilities of the position, and in the management of others.

## **Judgement, Independence and Problem Solving**

Be responsible for the management of SNUG in accordance with university, FAC and relevant funding policy and specifications.

Draw on expert knowledge of families with children with special needs to manage day to day problem solving in service delivery, supervision of volunteers, and project management.

Identify areas where policy and procedure relating to the project needs development and/or review.

## SELECTION CRITERIA

- Completion of a degree level qualification with relevant work-related experience in social work, community welfare or health related discipline or an equivalent combination of relevant experience and/or education/training.
- Demonstrated understanding of, and commitment to, a strengths-based approach to service delivery.
- Demonstrated understanding and experience related to working with children with special needs, their siblings and families.
- Demonstrated understanding and experience related to working with families living in rural and remote communities.
- Demonstrated project management experience and organisational skills.
- Demonstrated capacity to liaise effectively with a range of health care professionals.
- Demonstrated experience in group work or training (specifically recruitment, training, support and supervision of volunteers).
- Ability to show initiative and work independently.
- High level communication skills both written and verbal.
- An appreciation of the need for, and the ability to, maintain confidentiality in the workplace.
- Understanding of the University's policies and procedures on Equity and Diversity, Managing for Performance and OH&S
- A current driver's licence.
- Ability to work flexible hours during peak service delivery periods.
- Current First Aid Certificate.

## Conditions and Benefits

HEW Level 6- \$54,582 to \$60,227 per annum, (pro rata).

The basic contribution for superannuation will be made by the University into Unisuper Accumulation 1. Contributory superannuation with additional employer contributions is not available with this appointment.

A range of flexible salary packaging options is also available.

Further information on benefits and conditions of employment is available at the following link:

<http://www.newcastle.edu.au/service/employment/conditions.html>

## Further Information

For additional information on the position contact Kerrell Bourne, Team Leader on 4921 6751 or email [Kerrell.Bourne@newcastle.edu.au](mailto:Kerrell.Bourne@newcastle.edu.au)

Prohibited persons (i.e. those persons convicted of a serious sex offence) are not permitted to apply. A "Working with Children" Check will be undertaken on all **preferred** applicants. Please complete the [Prohibited Employment Declaration](#) and [Consent Form](#) and attach to your application. (These PDF files require software such as [Acrobat Reader](#). Alternatively, the forms can be obtained by calling (02) 4921 5266.)

## Related Links

- [Family Action Centre.](#)
- [Family Action Centre - SNUG](#)
- [University of Newcastle Annual Report](#)

## Closing Date

Applications close Friday 5 September 2008.

**Note:** Your application must include a statement addressing the selection criteria.

All applications **must** include the Application for Employment Cover Sheet ([PDF](#) or [MS Word](#)) including an email and/or fax address for each nominated referee.

Please read the important information contained via the [How to apply](#) link before submitting your application.

## Submitting Your Application

DO NOT send your application to the Faculty or Division in which the position is located.

### Internal Applicants

**Current University of Newcastle staff members MUST use [HRonline](#) to lodge their application.**

- Log into [HRonline](#)
- Click on University Job Vacancies
- Click Apply for a Vacancy and select the position you wish to apply for

### External Applicants

Please forward your application **by email** to: [employment@newcastle.edu.au](mailto:employment@newcastle.edu.au) quoting the position number and position title in the subject field.

Note: Applications and attachments must be in Microsoft Word (Version 6.0 or later); Rich Text Format, or PDF.

If you do not have access to email you may mail or fax your application.

Mailed or Delivered applications should be stapled or clipped securely at the top left corner with the Application Cover Sheet ([PDF](#) or [MS Word](#)) on top.

Do not use binders, folders or plastic sleeves as your application may need to be photocopied.

Deliver or Mail one (1) copy of your application, marked "Confidential" and indicating the Position number to:

Human Resource Services Team  
Level 1, The Chancellery  
University of Newcastle  
CALLAGHAN NSW 2308  
Australia

Alternatively, fax one (1) copy of your application to

Confidential Fax on (+61 2) 4921 5285.

Applicants are responsible for ensuring the receipt of faxed applications.

You may telephone (+61 2) 4921 5266 during business hours (AEST) to confirm receipt of your Fax transmission.

*The University of Newcastle values [equity and diversity](#).*