

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Schools Community Hubs Coordinator
<b>DEPARTMENT:</b>	Community Programs
<b>OPERATIONAL BASE:</b>	Karitane Carramar – Fairfield Child and Family Hub, 138-150 The Horsley Drive, Carramar
<b>AWARD:</b>	Health Service Manager Level 1 (equivalent SCHADS Level 5)
<b>STATUS:</b>	Part time - 28hrs per week (parental leave cover) up to 30 April 2027
<b>VACCINATION CATEGORY:</b>	Category A.
<b>RESPONSIBLE TO:</b>	Karitane Linking Families (KLF) Program Coordinator

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### **About You:**

This is an exciting and unique opportunity to make a difference in the lives of families and children across Fairfield LGA and Canterbury Bankstown by supporting local community hubs in primary schools to deliver place-based programs for refugee and migrant parents and carers. You will have exceptional skills in working with families with children, communities and demonstrate an understanding of their unique circumstances. You are familiar with the needs of the Fairfield and Canterbury Bankstown local areas and are passionate about making an impact. You are empathic, a good communicator and can connect and engage with a variety of stakeholders, and families from different cultural backgrounds.

### **About the National Community Hubs Program:**

The National Community Hubs Program model is a proven place-based and people-centred way of building connections and social and economic capital within culturally and linguistically diverse communities. Hubs are embedded in primary schools and help bridge the gap between families and the wider community. They connect families with each other, with their school, and with local services and support.

### **Purpose of the Role**

The Schools Community Hubs Coordinator will provide support functions across community hubs in the Fairfield, Canterbury and Bankstown areas; working closely with Community Hub Leaders and School Principals to ensure the community hubs are reaching their potential. This role will require regular local travel in Southwest Sydney and periodic interstate travel.

### **KEY SELECTION CRITERIA**

1. Qualifications and demonstrated experience in social or health services, education or community services or equivalent.
2. Understanding of community-based service systems and ability to work collaboratively with partner organisations, including education.

3. Demonstrated ability to influence and negotiate for the leadership and coordination of services to support the best outcomes for families.
4. Knowledge and understanding of issues affecting families and their children including the local needs of migrants in their communities, those who are humanitarian arrivals and those from a non-English speaking background.
5. Effective written and verbal communication skills (including providing reports, data management); interpersonal, problem solving and conflict resolution skills.
6. Demonstrated ability to work in an inter-disciplinary, multi-stakeholder team to facilitate access to services for children, families and the local community.
7. Capacity to work autonomously, be a self-starter and have excellent time management skills.

## **STATEMENT OF DUTIES**

Listed are the primary duties of this role and the performance standards required to undertake the duties.

### **RESPONSIBILITIES**

#### **Provide coordination, liaison and support function across all community hubs within the local areas for which they are responsible.**

- Support hub leaders in developing annual hub plans and regularly assessing progress.
- Provide a coordinating role across the network to support efficient use of hub resources and leveraging of local community resources.

#### **Develop and maintain effective working relationships with hub leaders and school principals (or their delegate)**

- Provide ongoing support to hub leaders to develop the community hub and meet the local needs of families.
- Support orientation for school leadership to the hub leader role, including program outcomes and reporting requirements, and the role of the support agency.
- Set and steward a schedule of monthly Hub Leaders' Meetings in each LGA focusing on sharing, networking and professional development.
- Set and steward a schedule of quarterly Principals' Meetings focusing on sharing, networking and leveraging opportunities, and local resolution of local challenges encountered by hubs.
- Meet at least biannually with each principal to discuss hub planning, activity and achievements, and review impacts, using the NCHP Quality Framework tool

#### **Establish and/or support existing local governance/advisory structures local leadership groups, including school principals and other key local organisations in each local area**

- Set and steward a schedule of biannual local governance groups in relevant LGA. Membership of local leadership groups will include, but is not limited to, local government, key local partners, representatives of regional education offices, and school principal representation.
- The purpose of these meetings is to share the impact of the local hubs network, leverage of local opportunities and partnership and resolution of local challenges encountered by hubs.

#### **Support the development of collaborative practices and activities between hubs in a local area**

- Actively provide opportunities for hubs to collaborate on the delivery of services in partnership with each other.
- Facilitate sharing of local learnings across the local hubs network.

### **Provide relevant guidance, mentoring and training for hub leaders**

- Provide orientation to the hub leader role using tools and resources provided by CHA, to all new hub schools and new hub leaders.
- Provide mentoring to hub leaders in a strategic manner.
- Seek out and facilitate local opportunities for relevant professional development for hub leaders.
- Facilitate NCHP training for local hub leader networks

### **Facilitate links between hubs and local settlement services agencies, community service agencies, early years' services, and other relevant local services and organisations**

- Leverage local knowledge and networks to support hubs in accessing local supports and services to be delivered through the hub.

### **In conjunction with hub leaders, identify service gaps**

- Initiate innovative, collaborative pilot projects to address identified needs, gaps or emerging issues.

### **Collaborate with other support agencies and CHA to share local stories through the national program, and undertake ongoing development of the network through a national community of practice**

- Actively participate in national meetings chaired by CHA, at least quarterly.
- Openly participate in collaborative activities with other support agencies in the national network.
- Support, and in some cases deliver, the roll out of hub leader professional development training provided through the NCHP.
- Collect and share local stories through the NCHP network via established channels.

### **Oversee local implementation of the Quality Framework, and work with each hub to complete assessment and make recommendations to CHA**

- Be the first point of contact for hub leaders to support them in implementing the quality framework locally.
- Assist with setting annual plans for each hub.
- Support rapid and annual assessment processes for each individual hub.
- Facilitate professional development for the implementation of the framework.

## **ABOUT US**

Established in 1923, Karitane is a dynamic and innovative not-for-profit health organisation and registered charity providing early parenting services. We support families with children from birth to 5 years of age through building parenting capacity, enhancing parent child relationships and strengthening a family's connections with support in their community. Our services are evidence based and delivered by a caring and highly trained professional team of child and family health nurses, paediatricians, social workers, psychologists and psychiatrists offering complete, holistic care.

## **OUR CARE**

Karitane staff provide safe, effective, family-centered quality care consistent with the organisation's mission, philosophy, values and standards of care, and adhere to the Professional Code of Conduct.

## **OUR VISION**

Our impact will enable children to have the best start in life

## **OUR PURPOSE**

We are trusted early parenting experts empowering families and children to be healthy, confident and resilient.

## **OUR VALUES**

- Respect - Our Relationships**

Our relationships are characterised by respect, support and a recognition of the value of every individual. Each family & child, colleague and care partner is important to us. We value our diverse backgrounds and professional approaches that contribute equally to Karitane's success in providing care.

- Innovation –Our Future Focus**

We commit to creative and innovative approaches to our work informed by ongoing research, increasing knowledge, evidence-based practice and contemporary approaches to care. We seek new opportunities for delivering services that are sustainable and transforming for the families we serve.

- Collaboration - Our Partnership Approach**

We seek to collaborate with our families, our colleagues and care partners to achieve our purpose. We build our partnerships through effective teamwork, shared decision making, our caring and supportive approach and appropriate and timely communication.

- Excellence - Our Standard**

We strive for excellence in our work supported by effective leadership, professional, transparent and accountable practices, cultural awareness and a commitment to continuous learning.

## **CONDITIONS OF EMPLOYMENT**

The majority of Karitane services close for approximately two weeks over the Christmas/New Year period, during which time employees are required to take leave.

Karitane supports a smoke free environment including grounds, buildings and vehicles.

Applicants will have a commitment to EEO & WHS, ethical practice and the principles of cultural diversity.

Relevant Police Check, Working with Children Check, Apprehended Violence Orders and prior employment checks, including relevant disciplinary proceedings, will be conducted on recommended applicants.

## **SUPPORTING OUR PEOPLE**

Karitane is a family-friendly, flexible workplace with a strong culture of success that reflects our values of innovation, excellence, respect and collaboration. We are a passionate, dynamic and highly engaged team making a difference to families' lives. We support each other and provide excellent professional development opportunities. We offer a comprehensive well-being support package, Employee Assistant Program, Perkbox reward & recognition program and discounted gym membership. If you come from NSW Ministry of Health or other affiliated health organizations you can transfer your leave entitlements to Karitane.

## **UNIVERSAL STATEMENT OF OBLIGATIONS**

### **EDUCATION AND PROFESSIONAL DEVELOPMENT**

- Pursue appropriate continuing education and professional development.
- Attend mandatory training in Fire, Manual Handling and other training as required.
- Recognise and respond to the need for accurate health promotional information for clients, visitors and other members of staff.

### **CLINICAL AND/OR CORPORATE GOVERNANCE**

- Identify the needs of clients and where possible adapt services to meet those needs.
- Understand the accreditation processes within Karitane and participate in the implementation of improvement strategies.

### **CODE OF CONDUCT**

- Adhere to the NSW Ministry of Health and SWSLHD professional Code of Conduct and Ethics.
- Demonstrate accountability and ethical behaviour in the performance of all duties.
- Respect the physical, emotional, social and spiritual needs of the client and their carers, including their right to be involved in decision-making affecting their health care.
- Report any suspected cases of child neglect or abuse to immediate manager.
- Be aware of medico/legal responsibilities.
- Maintain confidentiality and privacy at all times.
- Report suspected or actual; fraud associated with the workplace.

### **WORK HEALTH & SAFETY, SECURITY AND FIRE SAFETY**

- Maintain a current driver's licence and provide a photocopy of same at annual performance appraisals.
- Adhere to Karitane's Work Health and Safety policy and procedures.
- Commitment to and understanding of NSW Health Smoke Free- free Health Care Policy

- Assist with the security of the building through the correct handling of keys.
- Report any damage or repairs required to buildings, furniture and equipment to the appropriate supervisor so that repairs can be arranged.
- Adhere to Karitane's procedures for 'Risk Management' of identified risks.
- Ensure all office equipment and lighting is turned off and work area is secure before leaving each day.
- Attend education sessions regarding WHS, security & fire safety.
- Follow the protocols for Incident Management & Reporting.
- Participate in security risk identification/assessment & report any suspicious occurrences/potential for aggressive episodes.
- Assist management in the creation and maintenance of a 'zero tolerance zone' where staff and clients can enjoy an environment in which violence and verbal abuse is not tolerated.

## **EQUAL EMPLOYMENT OPPORTUNITY, CULTURAL DIVERSITY AND ANTIDISCRIMINATION**

- Be aware of and act within the bounds of the EEO Policy of SWSLHD.
- Be aware of and act within the bounds of the Anti-Discrimination policy of SWSLHD.
- Respond positively to the cultural beliefs and practices of clients, visitors and other staff members.
- Be actively involved in the optimizing service provision to people of Non English Speaking Backgrounds and Aboriginal and Torres Strait Islander backgrounds.
- Harassment will not be tolerated in any form, i.e. behaviour, verbal or physical, which is unwelcome, persistent and/or offensive.

## **PERFORMANCE MANAGEMENT**

Performance appraisal will be carried out at three months and then annually with the Manager Integrated Care.

## **EXIT INTERVIEWS**

Participate in an Exit interview on termination.

## Employees Declaration

I have read this position description; I understand the position requirements and position demands checklist (attached) and agree that I can fulfil these requirements to the standards outlined.

I am not aware of any reason, which might interfere with my ability to perform the inherent position requirements and position demands of this position.

I am aware that my ongoing employment will be subject to my continued compliance with the relevant NSW Health policy directive/s concerning Immunisation Compliance, Occupational Assessment, and Screening & Vaccination against Specified Infectious Diseases. I am aware that I must ensure that myself and those staff reporting to me are made aware of, and comply with the requirements of, this/these policy directive/s I am aware that any false or misleading statements may threaten my appointment or continued employment with Karitane.

I agree to comply with the policies of NSW Health & Karitane

I also agree to strictly observe the policy on confidentiality of staff and patient information or such other sensitive or confidential information that I may come across in the course of my employment.

I am aware that during the course of my employment, regular criminal record checks and Working with Children's Checks will be conducted with my knowledge to ensure my ongoing suitability for employment.

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Employee's Name

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Signature

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Date

I have explained the duties and responsibilities of this position to the employee.

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Chief Executive Officer

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Signature

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Date

**POSITION DEMANDS CHECKLIST - Schools Community Hubs Coordinator**

PHYSICAL DEMANDS	FREQUENCY
<b>Sitting</b> - remaining in a seated position to perform tasks	<b>Frequent</b>
<b>Standing</b> - remaining standing without moving about to perform tasks	<b>Occasional</b>
<b>Walking</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	<b>Occasional</b>
<b>Running</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	<b>Infrequent</b>
<b>Bend/Lean Forward from Waist</b> - Forward bending from the waist to perform tasks	<b>Frequent</b>
<b>Trunk Twisting</b> - Turning from the waist while sitting or standing to perform tasks	<b>Occasional</b>
<b>Kneeling</b> - remaining in a kneeling posture to perform tasks	<b>Occasional</b>
<b>Squatting / Crouching</b> - Adopting a squatting or crouching posture to perform tasks	<b>Occasional</b>
<b>Leg / Foot Movement</b> - Use of leg and / or foot to operate machinery	<b>Not Applicable</b>
<b>Climbing (stairs/ladders)</b> - Ascend / descend stairs, ladders, steps	<b>Infrequent</b>
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg	<b>Occasional</b>
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg	<b>Infrequent</b>
<b>Lifting / Carrying</b> - Heavy lifting & carrying: 16kg & above	<b>Not Applicable</b>
<b>Reaching</b> - Arms fully extended forward or raised above shoulder	<b>Infrequent</b>
<b>Pushing / Pulling / Restraining</b> - Using force to hold / restrain or move objects toward or away from the body	<b>Occasional</b>
<b>Head / Neck Postures</b> - Holding head in a position other than neutral (facing forward)	<b>Infrequent</b>
<b>Hand &amp; Arm Movements</b> - Repetitive movements of hands and arms	<b>Frequent</b>
<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands	<b>Frequent</b>
<b>Work At Heights</b> - Using ladders, footstools, scaffolding, or other objects to perform work	<b>Infrequent</b>
<b>Driving</b> - Operating any motor powered vehicle	<b>Frequent</b>
PHYSICAL DEMANDS	FREQUENCY
<b>Sight</b> - Use of sight is an integral part of work performance e.g. computer screens	<b>Constant</b>
<b>Hearing</b> - Use of hearing is an integral part of work performance e.g. Telephone	<b>Constant</b>

enquiries	
<b>Smell</b> - Use of smell is an integral part of work performance e.g. Working with chemicals Not	<b>Constant</b>
<b>Taste</b> - Use of taste is an integral part of work performance e.g. Food preparation Not	<b>Not Applicable</b>
<b>Touch</b> - Use of touch is an integral part of work performance	<b>Frequent</b>
<b>PHYSICAL DEMANDS</b>	<b>FREQUENCY</b>
<b>Distressed People</b> - e.g. Emergency or grief situations	<b>Occasional</b>
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness	<b>Occasional</b>
<b>Unpredictable People</b> - e.g. Dementia, mental illness, head injuries	<b>Occasional</b>
<b>Restraining</b> - involvement in physical containment of patients / clients	<b>Not Applicable</b>
<b>Exposure to Distressing Situations</b> - e.g. Child abuse, viewing dead / mutilated bodies	<b>Infrequent</b>
<b>PHYSICAL DEMANDS</b>	<b>FREQUENCY</b>
<b>Dust</b> - Exposure to atmospheric dust	<b>Infrequent</b>
<b>Gases</b> - Working with explosive or flammable gases requiring precautionary measures	<b>Not Applicable</b>
<b>Fumes</b> - Exposure to noxious or toxic fumes	<b>Not Applicable</b>
<b>Liquids</b> - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	<b>Not Applicable</b>
<b>Hazardous substances</b> - e.g. Dry chemicals, glues	<b>Not Applicable</b>
<b>Noise</b> - Environmental / background noise necessitates people raise their voice to be heard	<b>Infrequent</b>
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	<b>Infrequent</b>
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	<b>Not Applicable</b>
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C	<b>Not Applicable</b>
<b>Confined Spaces</b> - areas where only one egress (escape route) exists	<b>Occasional</b>
<b>Slippery or Uneven Surfaces</b> - Greasy or wet floor surfaces, ramps, uneven ground	<b>Infrequent</b>

<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	<b>Infrequent</b>
<b>Working At Heights</b> - Ladders / stepladders / scaffolding are required to perform tasks	<b>Infrequent</b>
<b>Biological Hazards</b> - e.g. exposure to body fluids, bacteria, infectious diseases	<b>Occasional</b>

#### STATEMENT OF PHYSICAL STATUS

I have read the inherent job requirements for the position. I understand the listed physical, sensory, psychosocial and environmental requirements and the hazards of the position and mark the declaration below:

- I am not aware of any health condition/s (physical or mental) that might prevent me from performing the inherent requirements of this position.
- I have a health condition that may require the employer to provide me with services or aids (adjustments) so that I can adequately perform the inherent job requirements. Any adjustments I may need have been discussed with positions manager, prior to completing the health declaration.

I am aware that any false or misleading statements may threaten my appointment or continued employed with Karitane.

Employee Name:

Please print

Employee Signature:

Date: / /

Manager's Name:

Please print

Manager's Signature:

Date: / /