



Chinese Community Social Services Centre Inc.

(ABN 95 428 365 701)

JOB DESCRIPTION OF Dementia Community Project Facilitator

Line Manager: Dementia Community Project Facilitator performs duties under the direction and supervision of the Strategic Planning and Development Manager.

Key Roles and Responsibilities:

The Dementia Community Project (DCP) Facilitator is mainly responsible for the management of the one-year project – “Day Care Music Program for Chinese with Dementia” funded under the Dementia Community Grants Program of the Department of Health and Ageing. This project aims to increase the awareness of the benefits of music therapy within the Chinese-speaking community. It will empower Chinese dementia sufferers and their carers via/through the planned and creative use of music to improve their quality of life.

The position holder will be based at our Box Hill office, and required to travel to different metropolitan regions.

1. Program Management

- 1.1 To promote our ‘Day Care Music Program for Chinese with Dementia’ within the Chinese-speaking community and the mainstream society;
- 1.2 To design, organise and implement structured programs such as information expos, music therapy workshop, music day care program and etc. which fulfil the requirements of the Dementia Community Grants Program of the Department of Health and Ageing;
- 1.3 To supervise volunteers and organize volunteer coordination;
- 1.4 To prepare the reports as required and stated in the funding agreement of Dementia Community Grants Program;
- 1.5 To undertake formal program evaluation, research projects and other continuous improvement activities as directed;
- 1.6 To assist in the development of new projects/services and the preparation of funding submissions.

2. External Liaison and Networking

- 2.1 To liaise with relevant government and non-government agencies;
- 2.2 To represent the interest of the Chinese-speaking community, particularly the dementia sufferers and their carers;
- 2.3 To help mainstream service providers understand the needs of Chinese people with dementia and their carers.

3. Administrative Duties

- 3.1 To perform administrative duties in relation to the program, including preparation of promotion materials, data collection and analysis, budget planning and monitoring, report writing and etc.;
- 3.2 To participate in and contribute to the Team Meetings, Staff Meetings and other relevant meetings as required;
- 3.3 To take minutes of the meetings as directed;
- 3.4 To attend training for professional development.

4. Other Duties

- 4.1 To actively contribute to the overall services and image of the Centre;
- 4.2 To provide office and administrative support as directed by the Strategic Planning and Development Manager;
- 4.3 To participate in and contribute to other activities of the Centre as required;
- 4.4 To perform other duties as directed by the Chief Executive Officer and/or Strategic Planning and Development Manager.

Selection Criteria

This position requires an energetic person who has excellent skills in communication and project management. The successful candidate should be experienced in the planning, promotion and delivery of structured programs for older adults and the community. The selection criteria for this position are:

- a) Qualifications in Social Work, Welfare or relevant fields;
- b) Knowledge and experience in working with Chinese people with dementia and their carers;
- c) Experience in working with volunteers and ability of volunteer coordination and supervision;
- d) Experience in managing projects and groups;
- e) Knowledge in music therapy;
- f) Excellent organisational and administrative skills;
- g) Excellent communication and interpersonal skills;
- h) Good report writing skills in English;
- i) Good computer skills;
- j) Fluency in spoken Chinese (both Cantonese and Mandarin); able to read and write Chinese language;
- k) Ability to work in a team;
- l) Understanding of Occupational Health and Safety issues;
- m) Current drivers' license and a fully insured vehicle for work use;
- n) Demonstration of the absence of criminal history by:
 - 1. Providing a police certificate, not more than one year old
 - 2. Providing a statutory declaration stating that –
 - the person has never been convicted of murder or sexual assault; or
 - has never been convicted of, and sentenced to imprisonment for, any other form of assault.