



POSITION DESCRIPTION

Title of Position	Assistant to the Community Leader – Ashgrove
Division	Marist Brothers Communities
Responsible to	Community Leader – Ashgrove
Classification	Aged Care Award – General Employee (Level 7)
Hours	Permanent Part-Time (0.6 FTE) – 22.5 hours per week.

1. Position Overview

This position reports to and works closely with the Community Leader - Ashgrove. The role of the Assistant to the Community Leader is to provide support to the Community Leader to ensure the efficient and smooth operation of the Community House.

The Assistant to the Community Leader has a broad range of responsibilities and there will be variance in the role on a day-to day basis. Ongoing responsibilities will include driving members of the community to appointments, having general oversight of property maintenance needs, taking responsibility for communication within the community, overseeing some human resource functions and supporting the users of technology. There may also be a future need to take on the management of the budget and finances for the community.

Integral to the role is the requirement to establish and maintain positive and productive relationships and to always display sensitivity to the community members. The role requires a relational, motivated, organised, and service-oriented person who consistently displays a positive outlook and who is able to work collaboratively in a team environment. Possessing a multifaceted range of skills, the incumbent will be able to maintain a focus on the core requirements of the position whilst always being responsive to the needs of the community members.

Due to the changing and evolving needs of the residents and staff in the Community House, the nature of this role and responsibilities will be subject to change, requiring the incumbent to demonstrate the willingness and flexibility to take on new responsibilities.

2. About the Marist Brothers

The Marist Brothers is an international Religious Institute within the Catholic Church that operates in 70 countries. It was founded by French priest, St Marcellin Champagnat in 1817, and the Marist Brothers started their work in Australia in 1872.

The Star of the Sea Province of the Marist Brothers was formed in 2022 and it incorporates eleven countries in the Pacific region. An administrative centre in Sydney employs a number of key resource people who provide excellent support to people in leadership across the Province, including the Community Leaders.

3. Key Working Relationships

3.1 Direct report to the Community Leader – Ashgrove.

3.2 Key working relationships within the Marist Ashgrove community include:

- Marist Brothers in the Ashgrove Community.
- Director of Health and Aged Care.
- Health and Aged Care Coordinators.
- Manager - Clinical Registered Nurse.
- Health Care Team (Registered Nurses and Personal Carers).
- Staff employed at the Ashgrove community.

3.3 Key working relationships with other staff employed by the Province:

- Province Property Maintenance and Facilities Manager.
- Province Finance Officer.
- Brothers Support Officer.
- Human Resources Officer.

3.4 External working relationships may include:

- Service providers and trades people.
- Virtual technology service provider.

4. Essential Skills and Experiences / Requirements

- 4.1. Understanding of and commitment to the Marist mission and a capacity to work within a faith-based environment.
- 4.2. Proven experience to act with a very high level of confidentiality and with discretion.
- 4.3. Service-oriented disposition with a demonstrated commitment to supporting others.
- 4.4. Excellent interpersonal skills, demonstrating the ability to relate and communicate in an effective and mature manner with a diverse range of stakeholders.
- 4.5. Proven ability to establish and maintain harmonious and productive working relationships.
- 4.6. Demonstrated strong written and oral communication skills.
- 4.7. Capacity for flexibility and responsiveness to the changing needs of the community.
- 4.8. Ability to manage workloads and priorities to meet deadlines.
- 4.9. Demonstrated ability to work effectively and efficiently in a team environment.
- 4.10. Current Driver's Licence.
- 4.11. A high level of problem-solving and organisational skills.
- 4.12. Experience in basic financial management and budgeting processes.
- 4.13. Experience in routine maintenance of facilities and equipment.
- 4.14. Experience in human resource functions.
- 4.15. Knowledge of computer hardware and the ability to operate a range of computer software programs, including Microsoft Office 365.
- 4.16. Vaccinated against communicable diseases and willingness to undertake medical assessment.

5. Desirable Skills and Experiences / Requirements

- 5.1 Business Administration qualifications or experience.
- 5.2 Experience working in the health care sector and/or in an aged care environment.
- 5.3 First aid training and experience.
- 5.4 Experience as a fire warden and/or workplace WHS officer.
- 5.5 Flexible approach to duties and hours.
- 5.6 Willingness to undertake further training if required.

6. Responsibilities / Accountabilities

This multi-faceted role encompasses duties that broadly fit into the following key functions:

6.1 Driving

- 6.1.1 Driving members of the Brothers community in a work vehicle to appointments, as directed by the Community Leader or the Manager – Clinical Registered Nurse..
- 6.1.2 Driving members of the community in a work vehicle to social events or other engagements, as required.
- 6.1.3 Other driving requirements, as the need arises, as directed by the Community Leader or the Manager - Clinical Registered Nurse.

6.2 Maintenance of Equipment and Facilities and Property Management

- 6.2.1 Proactive identification and response to any work health and safety issues.
- 6.2.2. Establish processes for scheduling maintenance to ensure the timely upkeep of equipment, facilities and property.
- 6.2.3 Establish strong links with tradespeople and service providers, including reviewing current contracts and providers to achieve optimum value for money.
- 6.2.4 Maintain close liaison with the Province Property Maintenance and Facilities Manager regarding significant equipment, facilities and property management matters.

6.3 Communication within the Community

- 6.3.1 Preparing and communicating daily and weekly staff notices to all staff in the community.
- 6.3.2 Assisting with the development and dissemination of other communication to ensure a cohesive and functioning community.
- 6.3.3 Other communication responsibilities delegated by the Community Leader or Manager - Clinical Registered Nurse.

6.4 Human Resource Functions

- 6.4.1 Assist and support the Community Leader to fulfil their human resource duties and responsibilities.
- 6.4.2 Consultation with the Community Leader and Manager – Clinical Registered Nurse regarding casual or temporary replacements for absent staff.
- 6.4.3 Verifying work hours and signing payroll timesheets for casual and part-time staff.
- 6.4.4 Attending morning tea and meal times with the community on a regular basis to interact with the Brothers, staff and visitors and to build relationships.
- 6.4.5 Other human resource functions delegated by the Community Leader or Manager - Clinical Registered Nurse.

6.5 Technology Support

- 6.5.1 Assist the members of the community with immediate technology needs.
- 6.5.2 Proactively identify and respond to any issues with the operation of technology.
- 6.5.3 Source external technical support when required.
- 6.5.4 Close liaison with the virtual technology service providers and other service technicians for technology-related matters.
- 6.5.5 Other technology support functions delegated by the Community Leader or Manager - Clinical Registered Nurse.

6.6 Budgeting and Finances

- 6.6.1 Preparedness to support the budgeting process, including the annual budget.
- 6.6.2 Preparedness to support the work of the community finance manager.
- 6.6.3 Liaise with the Province Finance Officer as required.
- 6.6.4 Other budgeting and financial matters, delegated by the Community Leader.

6.7 Other Duties

- 6.7.1 Complete shopping orders and pack away.
- 6.7.2 Participate in community social events.
- 6.7.3 Attend and participate in staff training and workshops as required.
- 6.7.4 Provide assistance and advice, when required, to other members of staff.
- 6.7.5 Adhere to all policies of the Star of the Sea Province.
- 6.7.6 Other duties as assigned by the Community Leader or Manager – Clinical Registered Nurse.

7. Safeguarding

Safeguarding is to ensure the rights and dignity of children, young people and vulnerable adults are promoted and protected, they are treated with care and respect, and their personal dignity is never compromised.

The Marist Brothers have a zero tolerance of the abuse of children, young people and vulnerable adults and are committed to providing a safe environment for all. All allegations of abuse will be reported to the relevant Authorities, as required by Legislation and in accordance with the Marist Brothers Safeguarding Policy.

8. Work Health & Safety

While the Marist Brothers strive to provide a friendly and safe work environment, all staff are required to play an active role in identifying potential safety issues which may cause injury or illness to staff or patrons. Such issues should be brought to the attention of your immediate supervisor to enable prompt action.

Specifically, this requires the incumbent to:

- Undertake work functions and activities in a manner that promotes personal safety and risk management.
- Identify hazards in the work area and report as outlined in Marist's Policies and Procedures.
- Report all incidents and injuries using the appropriate incident/injury forms and procedures.
- Use equipment appropriately and wearing personal protective equipment where required.
- Emergency procedures to be followed in accordance with Marist's policy for fire, security, health other emergencies and evacuation procedures.