



CatholicCare Canberra & Goulburn

DUTY STATEMENT

Comorbidity Project Manager

Reports to: Program Director
Award: Centacare Collective Agreement Level 6
Status: Full Time
Location: Blackfriars

DUTIES

Authorities

1. Undertake project work, coordinate activities and complete tasks within required timeframes.
2. Be responsible for the day-to-day running of various CatholicCare Service Delivery Programs.
3. Supervise direct service provision by Program staff, and co-ordinate the activities of staff to promote quality service provision.
4. Liaise with both government and non-government departments where required.
5. Promote and represent CatholicCare and its programs within the community as appropriate.
6. Ensure the appropriate training, supervision and support is provided and available to Program staff.
7. Monitor staff workloads and ensure staffing levels are appropriate to meet individual contractual obligations.
8. Assist with the preparation of reports, submissions and tender documents.
9. Meet Quality Assurance requirements.

Responsibilities

1. Assist with recruitment of staff for Program delivery.
2. Monitor and adhere to program budgets.
3. Abide by CatholicCare staff code of conduct.
4. Other Duties as directed by the Program Director.



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SELECTION CRITERIA

- 1) Relevant tertiary qualifications and/or experience in a social welfare or health field
- 2) Experience in Program planning, development, implementation, management reporting & delivery
- 3) Ability to assess Programs against prescribed outcomes, prepare reports and participate in reporting to relevant bodies
- 4) Ability to organise staff – including monitoring workloads, improving time-management skills, monitoring boundaries and ethical behaviour, participation in networking, marketing etc
- 5) Demonstrated capacity for sound work organisation and effective use of time
- 6) Sound organisational and written and oral communication skills
- 7) Demonstrated awareness of the relevant principles and practices such as EEO, OH&S, confidentiality and duty of care
- 8) Possess a current ACT Driver's licence
- 9) Willingness to undergo a) National Criminal History Check b) Working with Children Check c) Prohibited Employment Declaration.
- 10) Other Duties as directed by the Program Director