



# Neighbourhood House Coordinator

**DEPARTMENT:** Community Services  
**RESPONSIBLE TO:** Rural Connection Team Leader

## The Role

The role of the Neighbourhood House Coordinator is to develop and support community based programs and activities that have been identified through community engagement. The coordinator collaborates with local groups, volunteers and individuals to identify needs and through a community development and capacity building approach support programs and activities to be delivered. The Coordinator also has a role in supporting wellbeing activities that support inclusion within the communities in the MTHCS catchment.

## Key Responsibilities

- Support community development processes and collaboration to build capacity within communities to create meaningful sustainable outcomes.
- Provide accessible and inclusive service to all people in a safe environment, which values, diversity and the uniqueness of all people and communities.
- Facilitates the planning, implementation, monitoring and evaluation of the Houses Annual Plan in line with MTHCS strategic directions and community priorities
- Develops and implements Neighbourhood House program/s within budget constraints.
- Consults and communicates internally and externally to incorporate ‘best practice’ into the Neighbourhood House program/s on an ongoing basis. Including completion of risk assessments for all planned activities.
- Accesses funding and grant information and applies for same adhering with MTHCS processes and governance requirements.
- Establish and maintain networks to support effective running of the NHH.
- Complete reporting requirements through the collection, recording and analysis of data related to the Neighbourhood House program/s & reports data.
- Shares information gained from community engagement with Team Leader to support future development of activities and programs.
- Demonstrate leadership through ethical and accountable practices and effective communication with all stakeholders.
- MTHCS has a responsibility to maintain current policy; it is the responsibility of all staff to ensure compliance with relevant regulatory requirements and MTHCS policies and procedures.
- Support systems that provide safe, high quality care that increases peoples and communities wellbeing.
- To comply with MTHCS Code of Conduct.
- To ensure that MTHCS Infection Control guidelines are fully implemented.
- Demonstrate awareness and understanding of diversity and culture.
- Other duties as directed.

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## Key Selection Criteria

### Essential:

- Sound knowledge of Community Development principles and practices.
- Ability to develop, coordinate and evaluate programs and activities.
- Demonstrated ability to work independently and in a team environment
- Demonstrated high level of interpersonal and communication skills including conflict resolution
- Ability to work with a diverse and broad range of stakeholders, including community groups.
- Good time-management, organisational and administrative skills.
- Computer skills including proficiency in office programs
- Current, satisfactory Police Check.
- Current Working with Children Check.
- Current Victorian Driver's Licence.

### Desirable:

- Tertiary qualifications in health, education, welfare or human services.
- Experience working in a rural community

## Our Vision

Leading our communities to excellence in integrated health and MTHCS

## Our Mission

To provide people of all ages with access to quality, person-centred care in the Mallee.

## Our Philosophy

Equitable and timely access to innovative models of care, supported by a local workforce that is engaged with the community.

## Our Services

Mallee Track Health and Community Service is a multipurpose service (MPS) for all Mallee Track Communities encompassing a total area of 18,000 square kilometres. The health services include General Practice Clinics and Urgent Care at Ouyen and Sea Lake, Acute and Sub-Acute inpatient and outpatient services at Ouyen and Sea Lake, Community Aged Care and Residential Aged Care at Ouyen and Sea Lake. The community services include Allied Health, Delivered Meals, Community Transport, Social Support and Leisure and Lifestyle activities for Ouyen and Sea Lake as well as Early Years education and care for Ouyen, Sea Lake, Underbool, Murrayville and Manangatang. Community development activities include Rural Outreach and Neighbourhood Houses.

## Our Values



- **Accountability** We define our expectations and are accountable for our actions.
- **Excellence** We set high standards and continually strive to improve on them.
- **Compassion** We treat everyone with care, respect and dignity.
- **Teamwork** We work collaboratively and in the spirit of partnership.
- **Integrity** We endeavour to do the right thing in all circumstances, even if no-one is watching.

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- **Transparency** We are open and honest and embrace positive change.

## Public Sector Values

As a Public Sector organisation, Mallee Track Health and Community Service adheres to the public sector core values. All staff are required to uphold these values.

- **Responsiveness:** Providing frank, impartial and timely advice to the Government; providing high quality services to the Victorian community and identifying and promoting best practice.
- **Integrity:** Being honest, open and transparent in dealings; using powers responsibly; reporting improper conduct; avoiding real or apparent conflicts of interest and striving to earn and sustain public trust of a high level.
- **Impartiality:** Making decisions and providing advice on merit and without bias, caprice, favouritism or self-interest; acting fairly by objectively considering all relevant facts and fair criteria and implementing Government policies and programs equitably.
- **Accountability:** Working to clear objectives in a transparent manner; accepting responsibility for their decisions and actions; seeking to achieve best use of resources and submitting themselves to appropriate scrutiny.
- **Respect:** Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying; using their views to improve outcomes on an ongoing basis.
- **Leadership:** Actively implementing, promoting and supporting these values.
- **Human Rights:** Making decisions and providing advice consistent with human rights and actively implementing, promoting and supporting human rights.

## Mallee Track Health and Community Service is a smoke free workplace

### Child Safe Organisation

Mallee Track Health and Community Service is committed to preventing child abuse, identifying risks early, and removing and reducing these risks.

### Occupational Health and Environmental Safety

All MTHCS employees will:

- Ensure that they take reasonable care to protect their own health and safety, and the health and safety of others.
- Agree to abide by all of MTHCS infection prevention and control policies and procedures
- Use any equipment provided for health and safety purposes.
- Obey reasonable instructions given by MTHCS in relation to health and safety at work.
- Help MTHCS meet our duty of care, such as by undertaking hazard inspections.
- Comply with all MTHCS OHS policies and procedures
- Ensure they do not interfere with or misuse anything provided in the interests of health and safety

Section 21 of the Occupational Health & Safety Act 2004, requires an Employer to provide and maintain, so far as is reasonable and practicable, a safe workplace for all employees and ensure that no employee is placed at risk of injury while performing the duties and responsibilities required by their position.

To comply with this obligation, MTHCS requires all candidates/employees to have the mental and physical capacity to safely perform the inherent requirements of the position they are applying for (or have been appointed to).

If a risk is identified and fitness to safely perform the duties of the position needs to be determined, MTHCS with the agreement of the candidate/employee, will arrange an independent medical assessment to determine capacity to safely perform the inherent requirements of the position to minimise the risk of injury or aggravation of any pre-existing condition the candidate/employee may have.

### Acknowledgement

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I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description, the legislative requirements and policies and procedures of the organisation.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Staff Member

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Manager / Executive

Print Name: \_\_\_\_\_

cc: Personnel File

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