

## Aged Care Program Coordinator

- For this position, preference may be given to persons of **Aboriginal and / or Torres Strait Islander descent** (as permitted under The Victorian Equal Opportunity Act 2010 s12: “A person may take a special measure for the purpose of promoting or realizing substantive equality for members of a group with a particular attribute”).
- A supportive workplace that will help you to develop your skills further
- Not for profit Salary Packaging available
- Full-time

### About the Organisation

The Victorian Aboriginal Health Service (VAHS) was established in 1973 to address the specific medical needs of Victorian Aboriginal communities. 2023 marked a landmark year as VAHS proudly celebrated its 50th year of providing a comprehensive range of medical, dental, allied health and social services for our community.

As well as providing a variety of medical services, VAHS is committed to supporting the well-being of the community through contributions to community events and activities. VAHS is also committed to assisting research into the ongoing needs of the community.

VAHS is a child safe organisation, committed to child safety and wellbeing, and recruits staff in accordance with the Child Safe Standards Victoria.

### About the Opportunity

This role involves leading the preparation, organisation and facilitation of community programs for the Aboriginal community members, aged 50 and over in Melbourne’s northern and western suburbs. It focuses on inclusive, participant led weekly group sessions that strengthens social connection and access to aged care services within the community. This role will collaborate with colleagues and participants to co-design program content that reflects community voices, interests and needs, ensuring all programs are responsive and culturally safe.

### Key responsibilities

- Design, coordinate and lead community programs for Aboriginal people aged 50 and over in Melbourne’s northern and western suburbs, ensuring sessions are inclusive, culturally safe and aligned with participant needs
- Manage all programs administration, including scheduling, documentation, communications and logistics to support smooth and effective program delivery
- Coordinate transport arrangements for program participation, ensuring accessibility and timely services across all sessions
- Engage and collaborate with VAHS staff, external stakeholders and local community members to shape programs that respond to identified community priorities
- Support programs evaluation and continuous improvements by working closely with the Community Programs Manager to monitor outcomes and implement enhancements
- Work in partnership with colleagues and external providers to meet the diverse and evolving needs of older Aboriginal community members, ensuring holistic and responsive service delivery.

### **Prerequisites**

- Victorian Drivers Licence
- Victorian Working with Children Check
- National Police Check

### **How to Apply**

Please send your application, which must include a cover letter and curriculum vitae, via [employment@vahs.org.au](mailto:employment@vahs.org.au) by Sunday 9pm, July 27 2025.