

Elder Care Support Coordinator

Position: Full Time
Location: Fitzroy

- Salary Packaging options available
- 14-week paid parent leave
- Paid Christmas closure
- Professional development and training opportunities

About the Organisation

The Victorian Aboriginal Health Service (VAHS) was established in 1973 to address the specific medical needs of Victorian Aboriginal communities. The organisation has expanded steadily over past 40 years to provide a comprehensive range of medical, dental, 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.

About 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

- Assisting clients to register on My Aged Care
- Supporting clients through the aged care assessment process, which may include briefing assessors, involvement in assessment interviews, collaboration with assessors to develop appropriate support plans, and reviews of support plans.
- Support clients and their families to identify and select appropriate aged care service providers
- Advocacy to ensure client care and cultural needs are being met, and to address any issues with service providers.
- Work collaboratively with Aged Care Connector and Community Programs intake team

Prerequisites

- The capability and engagement to understand the philosophy and principles of Aboriginal Community Control and transforming it into practice.
- Demonstrated capability to achieve the key responsibilities.
- Demonstrated commitment to Health, Safety and Wellbeing of self and others and Child Safety.

Requirement: Valid Police Check, a Working with Children's Check for a paid employee (or willingness to obtain) and a Victorian Driver License.

How to Apply

Please send your application, which must include a cover letter and resume, via employment@vahs.org.au before Sunday 9pm, 1 March 2026.

This position is only available 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")