



The Macdonald Valley Association Inc

Incorporated under the Associations Incorporation Act 2009 ABN 28 479 479 267

www.macdonaldvalleyassociation.org.au

Macdonald Valley Well-Being Connections Project Coordinator Expression of Interest

The Macdonald Valley Association Inc has secured funding in the form of a grant from Wentworth Healthcare Ltd for a project to invest in the well-being of the Macdonald Valley community. The grant is for twelve months and is required to be fully expended over that time.

The purpose of this grant is to:

- a) gain an understanding of the existing level of mental, physical and social health of the community
- b) undertake and engage in activities to improve the level of resilience and well-being of individuals and the community as a whole

As part of this project, the MVA seeks to appoint a Coordinator to work with the Committee and selected volunteers on the following tasks:

1. Establish a community database of valley residents and property owners, observing the requirements of Federal and State Government Privacy legislation
2. Collate relevant and prescribed data gathered through interactions with volunteers, community services and professional services to assist the MVA in determining:
 - a. the current level of well-being and resilience of individuals and families within the community
 - b. the level of support required to achieve an acceptable level of health, safety and resilient lifestyle of individuals and families within the community
3. Work with the Committee to determine and provide programs, information sessions and events to foster the social, mental and physical health and well-being of the community
4. Work with the Committee to develop connections with existing services and events in the Valley, the Hawkesbury region and beyond
5. Assist in reporting the outcomes and success of the above activities
6. Arrange appropriate hired and volunteer transport where required to assist individuals, families and groups to attend, participate in and benefit from the above activities
7. Work with the Committee to devise a data sharing mechanism in preparation for the development of a Community Emergency Action Plan (CEAP) for the Macdonald Valley
8. Arrange appropriate training and registration for the Coordinator and volunteers to assist in meeting the needs of individuals and the community as a whole

The Coordinator will report to the Committee on a fortnightly basis and will assist in reporting to Wentworth Healthcare Ltd as required. The Coordinator role will be filled by a contractor (a sole trader submitting invoices on a fortnightly basis) to be appointed for up to twelve months. This role will require an average of eight hours per fortnight for the twelve month period to assist in achieving the aims of the grant and will be remunerated to the value of four hundred dollars (\$400) average per fortnight in accordance with the Grant Schedule.

Please read this document carefully. If you wish to apply for the Coordinator role, you must be able to perform the tasks described above and meet the requirements stated below. You must respond to the Selection Criteria accompanying this EOI and you must already have or be prepared to obtain a National Police Check and a Working With Children Check (NSW).

Please provide by post or email your application including personal details, any experience in community care and/or health care, two references, your availability and a summary of why you want to take on this role. Responses are to be received by the Wellbeing Project Lead by 5:00pm Wednesday, 25th March 2020. All responses will be considered and appointment to the role rests with the Wellbeing Project Lead of the MVA Committee.

Peter Hunter

Wellbeing Project Lead, Macdonald Valley Association Inc.

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