

# Community Support Services



Position Description	
Position Title	Community Development Officer
Program Location	Head Office
Reports To	Wellbeing Hub Manager
Direct Reports	Nil
Award	Social Community Home Care and Disability Services Award
Classification	Social and Community Services Employee Level 4
Community Services #1 Capability Level	Level 4
Objective	<p>The purpose of the Community Development Officer role is to engage communities in ways that empower them and meet their needs and interests within a Community Development Framework.</p> <p>In partnership with community members, the Community Development Officer facilitates activities aimed at building capacity, connection and leadership in individuals and groups to effect change or establish support within their communities. Ultimately, communities are empowered to own and champion all activities without the Community Development Officer’s ongoing support.</p>
Key Accountabilities and Capabilities	<p>Identify the needs of current and potential clients of Community Support Services through community engagement, and needs analysis.</p> <p>Partner with community members to achieve agreed outcomes within their communities.</p> <p>In collaboration with the Wellbeing Hub Manager, develop new community projects and activities that provide a local response to local needs and enhance Community Services #1’s (CS#1) Community Development activities.</p> <p>Develop transition plans that empower communities to own and champion activities without ongoing CS#1 support. Monitor community activities and community participants for transition readiness.</p> <p>Support the Wellbeing Hub Manager to ensure Community Development contractual outcomes are effectively achieved within budget.</p> <p>Develop and maintain strong working relationships with key stakeholder groups, government and community organisations, and contribute to</p>

	<p>preparing tender submissions and grant applications for funding community development activities.</p> <p>Oversee activities delivered by Community Development volunteers, providing support and assistance as necessary.</p> <p>Maintain accurate client information records, whilst adhering to ethical privacy and confidentiality principles.</p> <p>Assist with collection of data and statistics for the Wellbeing Hub Manager for reporting purposes.</p> <p>Participate in quality assurance and continuous improvement processes for the Wellbeing team.</p> <p>Perform other duties as directed, commensurate with the skills and expectations of the role.</p>
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<b>Selection Criteria</b>	
<b>Required Qualifications, Skills and Experience</b>	<p>Demonstrated equivalent Certificate IV qualifications in relevant fields such as Community Development, Community Services, international development or equivalent work experience, with a genuine interest in empowering individuals from disadvantaged communities.</p> <p>Demonstration of advanced community engagement skills with proven ability to increase participation in a community development environment and a sound understanding of risk assessment and duty of care for client services.</p> <p>Demonstrated skills in project management, from needs assessment through to evaluation, with proven history of achieving program targets to a high standard.</p> <p>Demonstrated understanding of the Community Services sector with the capacity to think innovatively around service delivery.</p> <p>Demonstrated experience implementing community development initiatives using a Community Development Framework.</p> <p>Demonstrated excellent administration skills and computer literacy, including the ability to contribute to writing tenders, policies, reports, and to engage stakeholders and community groups.</p>
<b>Additional Requirements</b>	<p>A.C.T. Working With Vulnerable People Card</p> <p>Unrestricted current Drivers Licence and own car</p> <p>Current First Aid Certificate</p>

**Acceptance**

I understand and accept the duties and responsibilities as outlined in this position description.

Employee:

Date: