Job Description

<table>
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<tr>
<th>Position title:</th>
<th>Community Development Officer</th>
<th>Job Category:</th>
<th>Full time</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Swan Alliance – Communities for Children Plus</td>
<td>Reports to:</td>
<td>Executive Officer Swan Alliance</td>
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<tr>
<td>Level</td>
<td>5.2</td>
<td>Award</td>
<td>SCHC&amp;DS 2010</td>
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<td>Approved</td>
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<td>Signed/date</td>
<td>29/4/13</td>
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Job Statement: To engage with and support community members and services to collaborate, develop and implement integrated activities to achieve Communities for Children Plus Strategic Plan outcomes for families. It requires an ability to think and plan strategically as well as an ability to engage directly with local agencies, community representatives, parents and children.

PROJECT BACKGROUND

The Communities for Children Plus initiative is funded by the Department of Families, Housing, Community Services and Indigenous Affairs under the Family Support Program (FSP) until 30 June 2014. The FSP is underpinned by three principles:

- Building the capability and resilience of Australian families and children in their communities
- Working in the best interest of children
- Responding to the vulnerabilities of families and children in their communities.

Midland Communities for Children Plus is focused on supporting families with children less than twelve years of age in the suburbs of Beechboro, Caversham, Kiara and Lockridge (Altona ‘place’), Koongamia, Mid Swan, Midland, Midvale and Stratton (Midland ‘place’), Bullsbrook and Ellenbrook.

The Swan Alliance is the Facilitating Partner for the implementation of Midland Communities for Children Plus. The Alliance comprises of three organisations - Ngala, Anglicare WA and Mission Australia - who collectively form the Board of Management. A Memorandum of Understanding states that each organisation holds equal decision making authority for this project with Ngala being responsible for the administration of the contract.
KEY RESPONSIBILITIES

- To engage with a diverse range of community members, in particular vulnerable families, and supporting their involvement in community planning and activities.

- To advocate for local children, parents and families and ensuring their voices are accounted for in the planning, development and implementation of children’s services, adult services and family services.

- Provide support and assistance in the development of collaborative partnerships and integrated, strategic local networks of community groups and organisations.

- Support the strategic development, implementation and evaluation of the Communities for Children Plus initiative in meeting outcomes in accordance with the Community Strategic Plan, Swan Alliance vision and the requirements of the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA)

KEY DUTIES AND PERFORMANCE EXPECTATIONS

1. COMMUNITY DEVELOPMENT

   Engagement and Advocacy

   - Engage with local children, parents and families with children less than twelve years and collate input from community members.

   - Build positive partnerships with local agencies, schools and community groups.

   - Develop, plan and coordinate community engagement activities

   - Establish processes to provide genuine open communication with the community

   - Actively ensure that services are provided and are accessible to people from Aboriginal, Culturally and Linguistically Diverse (CaLD) groups, people with disabilities, children with special needs and vulnerable and at risk children.

   - Help raise community and public awareness on issues relating to early years and the protection of children by promoting, organising and helping coordinate meetings, public forums and seminars

   Developing integrated, collaborative partnerships

   - Support the development of community initiated activities for families with children less than twelve years of age.

   - Engage with and act as a conduit for community groups, individual community members, government agencies, schools, child care centres, adult services (mental health, drug and alcohol, domestic violence) and other relevant agencies/organisations in order that these are effectively linked with each other to improve service system knowledge and referrals.
- Coordinate activities and liaise with other organisations, agencies and networks to ensure that efforts are not duplicated and that a 'whole of area' approach is undertaken in relation to Community Development

- Identify, explore and pursue opportunities for collaboration and partnerships between local services.

- Assist in the development of an integrated and self-reliant local networks of community groups and organisations by providing professional support. Provide advice, information and support to community organisations regarding planning, funding and evaluation of their services.

- Identify and engage key stakeholders in Midland Communities for Children Plus activities and services

**Strategic Planning and Development**

- Ensure that the Midland Cfc Plus Executive Officer is updated as to the wider community views in relation to early years provision, community activities and other emergent issues that may guide the development of the Midland Cfc Plus

- Develop, support and evaluate strategies that encourage community participation in the governance of the Midland Cfc Plus initiative and in the provision and involvement of children and families.

- Monitor, evaluate and recommend changes to the Executive Officer and Community Committee in relation to local community development programs, policies, practices or budgets and ability to attain strategic community outcomes.

- Contribute towards the ongoing community service mapping undertaken by the Midland Cfc Plus initiative by identifying gaps, duplication and assets within the local community.

- Provide monitoring and activity reports for the Executive Officer

- Assist the planning, development and implementation of community projects as part of the Midland Cfc Plus initiative.

- Assist in aligning services to the needs of the community taking into consideration the activities of other service providers and the appropriate role of Communities for Children Plus

- Manage, plan, implement and evaluate community development programs

- Performs any other duties as and when required

**2. CONTINUOUS IMPROVEMENT**

- Participate in continuing professional education including Ngala's staff development program.

- Participate in reflective practice to evaluate progress and inform planning.
3. OPERATIONS

- Participate in and contribute to regular team meetings.
- Liaise regularly with the Coordinator/Project Leader.
- Work collaboratively with other team members
- Model and comply with Workplace Health and Safety responsibilities, including policies, operating procedures and instructions.
- Report all risks, hazards, near misses and accidents as per the correct procedure and act to remove hazards where possible.

4. PERFORMANCE DEVELOPMENT

Following a probationary period of 6 months, annual performance development will be provided as per Ngala Policy.

SELECTION CRITERIA - ESSENTIAL KNOWLEDGE AND SKILLS

Essential

- A Bachelor Degree in Community Development, Social Work, Social Sciences or equivalent.
- Minimum of 3 years experience (post graduation) in community development or related role
- Experience of service mapping and gap analysis
- Understanding and knowledge of child development and family systems.
- Experience of working with Aboriginal and CaLD communities

Desirable

- Knowledge of the community and services within the areas of Ellenbrook, Bullsbrook, Altone and Midland.

COMPETENCIES/SKILLS

- Excellent interpersonal skills and the ability to communicate with a wide range of people
- Excellent written communication skills and experience producing correspondence and reports
- Ability to use Microsoft Word PowerPoint and Outlook
- Ability to organise and prioritise work within set timeframes whilst multi-tasking
- Able to work flexible hours including undertaking community activities and attending community meetings in the evenings and on weekends.

PERSONAL ATTRIBUTES

- Articulate and able to present in a professional and courteous manner.
- Ability to work effectively within a small team and willingness to cover a wide range of tasks in cooperation with others.
- Ability to work using own initiative.
- Promotes and adheres to Ngala’s values and Code of Conduct
Acts honestly and with integrity in all aspects of the position
Maintains confidentiality

REQUIRED
Possession of a current National Police Clearance and Working with Children Check.
Possession of current WA driver’s licence.
Roadworthy and insured car

ACCEPTANCE OF POSITION DESCRIPTION

________________________________________  ________________
Signature of Staff Member                  Date

Name of Staff Member