

Job Description

Job Title:	Community Development Worker
Ref No:	OP671
Portfolio:	Community & Housing
Service Stream:	Housing
Program:	Tenancy Services
Reports to:	Manager, Tenancy Services
Classification:	Social & Community Work Stream Level 4
Date:	March 2015

Job Purpose

AnglicareSA Housing Ltd provides both long-term and short-term housing to a range of tenants, as well as tenancy support and training. Working as part of a professional and dedicated team, the purpose of this role is to engage with tenants and relevant community stakeholders to develop and implement community development opportunities for tenants and their families, which contribute to improved outcomes in regards to sustaining tenancies. This will involve the planning and coordination of moderately complex projects together with pursuing possible funding opportunities.

Key Result Areas**Service Delivery**

- Support the establishment and delivery of a range of innovative activities to our tenants utilising strengths based practice and community development frameworks, ensuring sustainable outcomes.
- Facilitate moderately complex projects and events within the tenant base as directed by Manager, Tenancy Services
- Develop and monitor project budgets, in conjunction with the Manager, Tenancy Services.
- Provide advice and support to other staff involved in various projects.
- Establish focus groups comprising of tenants to support and advise on project planning, identifying needs and implementation.
- Ongoing monitoring of the needs and issues of tenants in the community that impact on broader social policy of the local community.
- Develop and utilise informative communication tools which engage children, families and the broader community in Anglicare SA Housing Programs.
- Support the development and implementation of feedback and evaluation mechanisms which involve tenants and key stakeholders
- Develop and implement creative mechanisms to provide ongoing support to Partner agencies and community members as required.

Professional Development/ Program Development

- Participate in local forums and networks and liaise with other service agencies to develop co-operative working relationships within the region.
- Actively contribute to the planning, implementation and evaluation of the community development program in the area.
- Actively network and develop collaborative working relationships with other internal and external community programs, local workers and service providers.
- Participate in supervision meetings and attend training and development opportunities as required.

Administrative

- Use time management, planning and priority setting to achieve objectives and manage own workload.
- Development and distribution of promotional materials for the Housing Services provided by AnglicareSA.
- Accurately record client information, activity outputs and outcomes and provide monthly written reports, and as required, including qualitative and quantitative data on activity performance.
- Actively participate in team meetings, other forums and working parties.

Work Health and Safety (WH&S)

- Ensure own action or lack of action does not place own safety or that of others at risk. Use prescribed personal protective equipment.
- Assist in the evaluation of hazards and immediately report any accidents or near misses.

Working Relationships:

Direct Reports to this position: Nil

Reportable to: Manager, Tenancy Services or his/her delegate

Specific Job Requirements

- You will be required to travel, or be based, at other AnglicareSA sites on a regular basis.
- You will be required to regularly work additional hours to meet deadlines and other requirements
- You will require a current driver's licence and a certified roadworthy vehicle that is registered and has a minimum third party property insurance. In return, you will receive a mileage reimbursement.
- You will have a mandatory requirement to report any suspicion of abuse or neglect of children or young people to the Department of Education and Child Development (DECD), Child Abuse Report Line (CARL) as required by the South Australian Child Protection Legislation.
- A current Senior First Aid Certificate must be maintained.

Standard Job Requirements (all staff)

- Embrace and integrate AnglicareSA's Vision, Purpose and Values into your role.
- Support AnglicareSA's commitment to reconciliation between Aboriginal people and other Australians as outlined in our Reconciliation Action Plan. This includes, but is not limited to, the engagement and participation of Aboriginal people, and the provision of culturally competent, respectful services and system responses.
- Conform with AnglicareSA's conditions of employment, Code of Conduct, Standards of Practice and Behaviour, Confidentiality and Fair Treatment policies and other Human Resources, Work Health and Safety (particularly AnglicareSA's "no lift" and manual handling) and organisational policies and procedures.
- Adhere to legislative requirements applicable to the role, including and not limited to the Work Health and Safety Act and the EEO Act.
- Perform all allocated duties within classification and work at other AnglicareSA sites if required.
- To be physically and mentally capable and report to work in a fit state to perform all duties.
- Must provide evidence of Australian residency or current working VISA.
- Actively participate in performance reviews, performance development, training (including Work Health and Safety and fire safety) and supervision opportunities.

☒ **CrimTrac National Police History Check**

☒ **DCSI Child-Related Employment Screening**

Person Specification

Qualifications

Essential

Tertiary qualifications in the social sciences or community services field, or relevant experience.

Desirable

Certificate IV in Social Housing or equivalent.

Demonstrable Requirements / Selection Criteria

Service Delivery

- Experience in developing and coordinating community activities within a capacity building / community development framework.
- Proven high level interpersonal skills and effective communication and negotiation skills across cultural and business backgrounds.
- Demonstrated understanding of community development, empowerment and of community concepts.
- Proven ability and experience to develop promote and facilitate groups / forums across all sections of diverse communities.
- Proven ability to develop and implement evaluation processes, involving key stakeholders and the general community

Professional / Program Development

- Proven ability to build and maintain constructive internal and external stakeholder relationships.
- Effective skills in developing and pursuing common goals across areas which may have competing agendas.

Administrative

- Proven ability to prioritise tasks, to responsibly manage own workload and to meet deadlines requirements.
- Proficient in the use of Microsoft Office Suite applications and professional experience and practices in the use of the Internet and Email applications.
- Proven ability to record relevant information clearly, accurately and promptly (both manually and electronically) and in accordance with privacy legislation and applicable policies and professional practice.

WH&S

- Possess WH&S knowledge and professionalism to maintain a safe working environment.

Cultural Fit

- Work within a team environment in accordance with AnglicareSA values.
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Competencies

General Competencies - All Positions

Living the AnglicareSA Values	Demonstrate the values within their work area. Support team members in displaying the values.
Cultural Respect of Aboriginal Peoples	Support team members to effectively respond to the needs and aspirations of Aboriginal people and communities.
Valuing Diversity <i>(race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political affiliation etc.)</i>	Support team members to accept, respect and appreciate individual differences.
Work Health, Safety and Environmental Awareness	Follow WHS&E policies and procedures. Support team members with WHS&E matters.
Teamwork and Cooperation	Contributes to team effectiveness and encourages cooperation.
Communication	Actively engaging in communication activities whilst undertaking their duties.

Professional / Technical Competencies

Process Orientation	Able to work without set guidelines and processes.
Analytical Thinking	Considers multi-disciplinary perspectives for non-routine problems.
Relationships & Influence	Works independently and supports colleagues.
Applying Knowledge / Expertise	Demonstrates solid professional / technical knowledge.

AnglicareSA Vision

AnglicareSA Vision

Justice, respect and fullness of life for all.

AnglicareSA Purpose

AnglicareSA, on behalf of the Anglican Church, expresses God's love for individuals, families and communities by:

- Making a positive difference to quality of life.
- Responding to needs and issues in ways which enhance and protect dignity and integrity.
- Promoting social justice.

AnglicareSA Values

- **Integrity**
We act honestly and ethically and ensure accountability to those we service and work with.
- **Compassion**
We respond with sensitivity and empathy to the needs, ability and aspirations of the people we work with and the communities we serve and work with.
- **Stewardship**
We are custodians of the resources entrusted to us for current and future service, building the capability of those we serve and those we work with, to ensure the sustainability, quality and effectiveness of our services.
- **Equity**
We affirm the importance of diversity and inclusion in our workplace and the community. We will demonstrate fairness in our workplace. We will promote personal, social and economic change to enable those customers in the most difficult circumstances to flourish.
- **Servant Leadership**
We place the needs of others first to enable them to grow. We empower, accept responsibility, and understand our role is to enable, encourage and support.

ACCEPTANCE/AUTHORISATION

Jobholder Signature: Date

Print Jobholder Name:

General Manager, Community and Housing: 

Date: 