

Job Description

Job Title:	Community Development Worker
Ref No:	OP485
Portfolio:	Community
Service Stream:	Community Engagement
Program:	Communities for Children Playford
Reports to:	Manager Children and Families Programs North
Classification:	Social & Community Work Stream Level 4
Date:	March 2016

Job Purpose

To work with the community, contributing to improved outcome opportunities, for children aged 0-12 years and their families, within the Playford region. This position supports the establishment and delivery of appropriate, accessible and responsive community activities within a capacity building/ community development framework which assist disadvantaged individuals, families and groups.

Key Result Areas

KRA 1 – Service Delivery

- Support the establishment and delivery of a range of innovative activities to disadvantaged groups and community members utilising strengths based practice and community development frameworks, ensuring sustainable outcomes for children and families.
- Facilitate activities and events within the community as directed by the Manager, Communities for Children.
- Support the facilitation of skills training for parents/ caregivers on early and middle year's childhood development and parenting.
- Monitor the needs and issues, including new and emerging issues of children and families within the Communities for Children direct region.
- Monitor the impact of broader social policy on the local community.
- Develop and utilise informative communication tools which engage children, families and the broader community in Communities for Children activities
- Support the development and implementation of feedback and evaluation mechanisms which involve community and key stakeholders
- Develop and implement creative mechanisms to provide ongoing support to community members and stakeholders as required

KRA 2 – Program Development

- Participate in local forums and networks and liaise with other service agencies to develop partnerships and collaborative working relationships across the Playford region.
- Actively contribute to the planning, implementation and evaluation of the Communities for Children initiative
- 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

KRA 3 – Administrative

- Use time management, planning and priority setting to achieve objectives and manage own workload
- Develop and distribute promotional materials relevant for the sector, children 0-12 years, families and the community
- Accurately record client and community partner information, activity outputs and outcomes and provide monthly written reports and when required, including qualitative and quantitative data on activity performance

- Provide access to resources and support community partners with the collection of client data and to meet the Department of Social Services Data Exchange requirements
- Actively participate in team meetings, other forums and working parties
- Undertake tasks as directed by the Manager, Communities for Children

KRA 4 – Quality & Risk Management

- Support the implementation of quality and risk systems to meet quality and accreditation standards in areas of responsibility
- Participate in organisation quality and risk management functions as required

KRA 5 – Work Health & 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.

Specific Job Requirements

- You will be required to travel to other AnglicareSA sites on an occasional basis.
- You will require a current driver's licence and a certified roadworthy vehicle that is registered and has minimum third party property insurance. In return, you will receive a mileage reimbursement.
- You will require a current driver's licence.
- You will be required to occasionally work outside of normal hours or flexible hours.
- 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 and/or desirable)*

- Tertiary qualifications in the social sciences or community service/ development field (desirable)

Demonstrable Requirements / Selection Criteria**KRA 1 – Service Delivery**

- Demonstrate an understanding and sensitivity to varied circumstances and needs of children 0-12 years and their families living within the Playford region.
- Have proven problem solving ability, reflective listening skills, ability to define key issues and develop flexible and responsive solutions to identified issues in partnership with existing key stakeholders.
- Proven knowledge of the key Community development and engagement principles in community based initiatives and evidence of putting these principles into practice to build capacity within communities.
- Experience in building, strengthening relationships, working collaboratively, in partnership to ensure positive outcomes for children and families are achieved.
- Experience in developing and coordinating community activities within a capacity building / community development framework.
- Demonstrated understanding of community development, strengths based practices and of child friendly 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.
- Experience conducting community consultations and forums.

KRA 2 – 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.
- Proven high level interpersonal skills and effective communication and negotiation skills across cultural and business backgrounds.

KRA 3 – Administration

- 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.
- An ability to support accurate data collection, ensure privacy principles and practices are met and within suitable timeframes for entry.

WH&S

- WH&S knowledge and skills suitable for the position.

Cultural Fit

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

Competencies

The competencies below reflect requirements for this position. They may be used as part of the selection process when recruiting for the position and for performance reviews.

General Competencies - All Positions

List the General Competencies appropriate for the level of the position (select from the appropriate list below and delete the columns not applicable)

Job Type	Team Member
Living the AnglicareSA Values	Display the values in undertaking their duties.
Cultural Respect of Aboriginal Peoples	Respectfully engage and 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>	Demonstrate acceptance, respect and appreciation of individual differences.
Work Health, Safety and Environmental Awareness	Follow WHS&E policies and procedures.
Teamwork and Cooperation	Support the team and work cooperatively as a team member.
Communication	Actively engaging in communication activities whilst undertaking their duties.

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 Signature: 

Date: 

