

	Position Title: Communities That Care Coordinator		Team: Communities That Care		Region: Gippsland
	Supervisors: Deputy Director, Gippsland	Delegations and Authorities: In Line with Delegations Policy		Band: B	Date Completed: 20 August 2018

ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS	ROLE CONTEXT
<p>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex needs. We work across metropolitan, regional and rural Victoria.</p> <p>To achieve our Vision, Berry Street delivers a wide variety of programs, from those aimed at strengthening families and communities through to those that focus on helping people recover from the trauma of violence, abuse and neglect.</p> <p>We also engage government, other community organisations and the general public in child-focussed advocacy and knowledge sharing.</p>	<p>Berry Street Gippsland provides services to children, young people and their families across Gippsland with the current focus of our work being in the Latrobe Valley and surrounds.</p> <p>Communities That Care (CTC) assists community coalitions to implement evidence-based strategies to prevent health and social problems for children and young people.</p> <p>The CTC Community Coordinator will be responsible for coordinating activities for the Communities That Care project within the Baw Baw Shire. The Community Coordinator will work closely with staff from CTC, key community members and staff from Berry Street Gippsland. A key focus of this partnership will also be the engagement of young people in the project as it develops.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: To be the best we can be and to never give up</p> <p>Integrity: Expect a personal and organisation commitment to honesty</p> <p>Respect: Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p>Accountability: Be responsible for our own actions</p> <p>Working Together: Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>	<ul style="list-style-type: none"> • Lead the establishment of the CTC Board for Berry Street • Support the CTC Board to prioritise local factors and direct available resources accordingly • Support the alignment of existing programs across Baw Baw Shire and focus on implementation of new evidence based programs to respond to emerging needs and data. • Build sustainability of the CTC Board and the Communities That Care Model.
	REPORTING RELATIONSHIPS
	<p>This role is based in Gippsland Regional Office in Morwell, with colocation and outreach offered across Baw Baw Shire. The CTC Community Coordinator reports to the Deputy Director Gippsland who will provide supervision and review.</p> <p>This is a fixed term position (0.5EFT) until June 2020.</p>

KEY SELECTION CRITERIA

- Significant demonstrated experience in leading projects in health promotion or other areas.
- Demonstrated ability to develop and support partnerships & networks and to work with a range of stakeholders and support the engagement of young people to engage in health and community promotion.
- An understanding of health and social issues impacting on young people.
- Highly developed ability to work autonomously with written & verbal communication skills including ability to write reports, plans, submissions and (including public speaking, presentations and facilitation skills).
- Excellent organisational and administrative skills including use of computer and information technology
- Demonstrated experience in supporting the implementation and evaluation of health/welfare/primary prevention programs and services.
- Highly developed negotiation, advocacy, change management and diplomacy skills
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies.
- Demonstrated understanding of, and respect for, the needs of children with a disability; Aboriginal culture, including cultural safety and awareness; and cultural and linguistic diversity (CALD), including cultural safety for children from CALD backgrounds
- Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.

QUALIFICATIONS AND OTHER REQUIREMENTS

- A tertiary qualification in a relevant discipline (e.g. health promotion/science, public health, teaching /adult learning, social work or related discipline)
- Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.
- Demonstrated ability to effectively facilitate adult learning and development

DESIRABLE

- Strong links within Gippsland community, particularly with respect to health, welfare & primary prevention
- Postgraduate qualifications in public health, health promotion, management or related field

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Direct Service Delivery	<ul style="list-style-type: none"> • Work with Berry Street and Communities that Care (CTC) Ltd. to engage relevant community stakeholders in the CTC process. • Orientate community stakeholders to the CTC process and ensure understanding of prevention work • Consider key readiness issues for the community and ensure key community stakeholders receive appropriate training and support from CTC Ltd. • Work with Berry Street and Communities That Care (CTC) Ltd. to establish a CTC Board, Key Leader Group and a governance structure. • Liaise with relevant Gippsland structures and processes and ensure continuing alignment with relevant local plans • Engage any additional local key leaders required for the Board or other aspects of governance structure (to be determined). • Assist with development, publication and promotion of Community Profile Report, including collecting and collating additional data as required. • Ensure the Board continues to receive the appropriate CTC training regarding community resources and strengths assessment, and community action planning. • Plan and implement a forum with the Board and a range of community and youth organisations to complete service mapping. • Support the Board in developing a Community Action Plan that details the implementation and evaluation of evidence-based interventions that address prioritised risk and/or protective factors.
Administration	<ul style="list-style-type: none"> • Act as Executive Officer to Board meetings. • Develop evaluation plan, collect and analyse data relevant to the measurement of the Board's objectives. • Write reports as required for Board and funders. • Ensure any reporting requirements are met (to Board or external providers).
Program Development	<ul style="list-style-type: none"> • Support the implementation of a pilot evidence-based intervention by liaising with partner agencies and potential program providers. • Continue liaison with CTC Ltd. to support the implementation of programs new to the local area. • Work with a range of potential partners and stakeholders to a) promote and facilitate the reorientation of existing programs to address the prioritised risk and protective factors, and 2) implement selected evidence-based programs according to the Community Action Plan. • Provide supervision (if and as appropriate) for any paid or voluntary staff involved in implementation and evaluation of programs, policies and practice as per the Community Action Plan. • Promote the Board and its work to the wider community. • Investigate future funding opportunities for CTC (community). • Present CTC at forums, conferences and meetings as required.
Other	<ul style="list-style-type: none"> • Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation

	<p>that staff never commit, excuse or remain silent about violence against women.</p> <ul style="list-style-type: none">• Berry Street are committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street are also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities.
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CONDITIONS OF EMPLOYMENT

1. This position is for 38 hours per fortnight. There is no paid overtime, but any extra hours worked will be accrued as Time-in-Lieu according to the *Berry Street Victoria 2014-2017 Agreement*.
2. This is a fixed term position until June 2020.
3. You will initially be employed from our Gippsland Regional Office in Morwell, and will be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time. This position will require colocation opportunities within the Baw Baw Shire to maximise profile of the role.
4. Terms and conditions of employment are in accordance with the *Berry Street Victoria 2014-2017 Agreement*, which includes above Award payments and eligibility for remuneration packaging. Salary packaging up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
5. The base salary for this position is SCHADS Level 6, PP1 which is \$78,738.66 (pro-rata) under the *Berry Street Victoria 2014-2017 Agreement*. The value of the salary can be increased through salary packaging.
6. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
7. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
8. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-existing injury/disease declaration, a criminal records check and proof of identity and qualifications.
9. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
10. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
11. Berry Street has a smoke-free workplace policy.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Regularly
	Work in different geographic locations.	Regular
	Be exposed to all outdoor weather conditions.	Regular
	Work in unstructured environments (e.g. outreach).	Regular
	Work office hours with the possibility of extended hours.	Regular
	Work on-call after hours.	Occasional
	Work in an open plan office.	Regular
	Work in buildings which may be two-storey	Regular
	Sit at a computer or in meetings for extended periods	Daily
	Work in an environment with competing demands.	Daily
	Present at court and other jurisdictions.	Not required
People Contact	Work with clients who may have a physical or sensory disability	Occasionally
	Liaise with government, non-government and community organisations	Daily
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regular
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regular
	Facilitate access to specialist, generic and community services	Daily
	Undertake training and professional development activities.	Regular
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Undertake intensive administrative tasks, which include computer work, report writing (e.g. financial reports), participating in meetings and	Daily

	concentrating for long periods of time.	
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular
	Drive vehicles with possible distractions from client behaviour, verbal or physical.	Occasional