



POSITION DESCRIPTION

Position Title	Community Programs Officer	
Division	Community	
Section	Community Living	
Responsible to	Hannaford Centre Supervisor	
Position Supervises	Direct: Nil Indirect: Volunteers and casual staff	
Position No.	IW5047	
Status	Permanent full time	
Hours	35 hours per week (9 day fortnight)	
Salary Point	5A – 5E	
Allowances	As applicable to the position	
Pre-employment checks Legislative requirements	<input type="checkbox"/> Working with Children Check <input type="checkbox"/> Police Check <input type="checkbox"/> Other: _____	
Date reviewed: March 2023		Reviewed by: Ilce Kostrevski

POSITION PURPOSE

To assist the Hannaford Centre Supervisor in the daily operation of the centre and to develop, implement and evaluate a varied program of activities that meets the needs of older residents within Inner West Council LGA, and that creates opportunities for participation by the senior community throughout the LGA.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. We are here to be of service to the community and make Inner West a great place to be. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential

1. Relevant qualifications and/or knowledge and experience in working in the field of community development and/or with older people.
2. Experience working with volunteers and within a small team environment.
3. Willingness and ability to maintain a high standard of customer service.
4. Willingness to seek community resources and facilitate referral processes.
5. Experience in office administration, willingness and ability to use Microsoft Office software and Excel spreadsheets, and to do website content management, and to design promotional material.
6. Demonstrated ability to develop, implement and evaluate community programs and services.
7. A commitment and ability to contribute to a team approach.
8. Highly developed interpersonal, verbal and written communication skills, and ability to relate well with people from a wide variety of backgrounds.
9. Demonstrated initiative and problem-solving capacity.
10. Knowledge of EEO and WH&S and their application in the workplace.
11. A current (unrestricted) driver licence and access to a vehicle.
12. A willingness to undergo a Working With Children Check and complete a Prohibited Employment Declaration
13. Current First Aid Certificate or willingness to undergo this training.
14. The willingness and capacity to undertake the manual handling tasks that are associated with the role.

Desirable

1. Previous Local Government Experience

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

The schedule of duties for the position of Community Programs Officer is as directed by the Hannaford Centre Supervisor, and includes the following:

1. Work with older people, Council officers and other relevant community stakeholders to develop, implement and evaluate Council endorsed healthy aging for older people.
2. Ensure that Hannaford Centre programs and services are accessible, relevant and safe.
3. Assist the Hannaford Centre Supervisor in the implementation of key Council plans and policies, including the Community and Cultural plan.
4. Undertake practical manual handling tasks related to the provision of programs, activities and events.
5. Assist the Hannaford Centre Supervisor as required in supporting local forums, networks and inter-agencies.
6. Develop and maintain relevant records and statistics to assist in the reporting and evaluation of the centre's activities.
7. General administrative duties.
8. Provide support to volunteers through training, resourcing, consultation and recognition.
9. Undertake other relevant duties as directed.

KEY RELATIONSHIPS:

Internal: Hannaford Community Centre Supervisor, Casual Staff, Volunteers

External: Hannaford members, hirers, general public

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT SUPERVISORS / TEAM LEADERS / GANGERS

LEVEL 5

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required
<ul style="list-style-type: none"> Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the Community Programs Officer as detailed in this document.

Signature:

Date: / /