

# Position Description

<b>Position Title</b>	<b>Community Resilience Officer</b>
<b>Location</b>	Kangaroo Island Office
<b>Child Safety (Prohibited Persons) Act 2016</b>	Prescribed
<b>Award</b>	Social, Community, Home Care & Disability Services Industry Award 2010
<b>Classification</b>	Social and Community Services Employee Level 3
<b>Reporting Relationships</b>	Reports to the Kangaroo Island Community Centre Coordinator  Direct reports: - Nil

## Position's Primary Purpose

Funded by Country South Australia Primary Health Network (Country SA PHN), this position is to work closely with the Kangaroo Island (KI) Council and Kangaroo Island (KI) Community Centre Coordinator, to identify, develop and implement non-clinical community based supports on Kangaroo Island supporting the connection of community to current services.

Building individual and community resilience, based on the needs of the local fire affected cohorts considered at greater risk of experiencing impacts, to support mental health and community wellbeing, this position will assist the community with its preparedness for future natural disasters.

## Key Accountabilities

- Support the continuation of the Recovery Centre by offering social programs/services in collaboration with the existing Junction run community centre, ensuring community members have access to programs/services that foster connections
- Assist with planning and delivering the annual Health and Wellbeing Community Expo
- Coordinate linkages between community and service providers where required
- Assist with promoting volunteering with all members of the community as a means of staying connected and involved with community
- Support volunteers with digital literacy training as required
- Promote community activities and provide information using all forms of media available
- Regularly seek feedback from participants in community programs/services about their experiences and connectedness to assist with identifying the communities health and wellbeing
- Support the KI Community Centre Coordinator with the grant writing process and planning of activities as required to support program delivery
- Support the KI "Our Town" initiative where applicable

## Key Relationships

Who	How
Internal	
Supervisor	Liaise with the Kangaroo Island Community Centre Coordinator to identify local issues and prioritise tasks to support recognised vulnerable cohorts
Stakeholders	Work collaboratively with Junction Kangaroo Island Domestic and Family Violence Services, Homelessness Service and Emergency Relief Service and the broader organisation to deliver a high quality supportive services framework
External	

# Position Description

Who	How
Client	Engage with the Kangaroo Island fire-affected community around their health and wellbeing to assess their sense of community value and connectedness and work towards common goals/shared outcomes
Stakeholders/ Service Providers	Support a collaborative and connected approach to service delivery through strong working relationships with the Kangaroo Island Council, CSAPHN Bushfire Response Coordinator; Community Groups and local and FIFO Health, Social and Community Services Develop an effective relationship/partnership with Country SA PHN (external grant funding body) and other stakeholders to deliver positive client outcomes including attendance at networks and other sector meetings as required

## Core Values

Junction aspires to deliver flexible and responsive services that are underpinned by the following core values:

### IMPACT

*We are determined to make a meaningful difference with a long-term impact and ripple effect of positive change.*

### PASSION

*Our tenacity brings passion to our purpose, fuelling our motivation and unwavering commitment to drive change.*

### INTEGRITY

*Trusting, fair and supportive, we act with openness and honesty, preserving the dignity for the clients and tenants we work with.*

### RESPECT

*We have an inherent belief in the value of all people and respect the right to navigate life's complexities with choice and control.*

### COLLABORATION

*United by compassion and a true sense of solidarity, we are a like-minded group working together towards our vision.*

## Capability Summary

The Junction People Capability Framework applies to all employees and is key in ensuring our Values are embedded in all we do. See attached list of all capabilities for the level of this role.

CAPABILITY GROUP	CAPABILITY NAME			
OUTCOMES FOCUSED	Positively impact clients	Deliver results	Drive innovation	Plan and prioritise
PERSONAL ATTRIBUTES	Act with integrity	Live our values and embrace	Show resilience and adaptability	Display self-awareness and motivation
POSITIVE RELATIONSHIPS	Client centric	Influence and negotiate	Communicate effectively	Work collaboratively
LEADERSHIP & PEOPLE MANAGEMENT	Inspire and lead with purpose	Manage through our Values	Support and develop our people	Make sound and agile decisions
BUSINESS ENABLERS	Manage change	Optimise resources	Leverage technology	Understand financial requirements

## Position Requirements

- A satisfactory Working with Children Check (WWCC) or General Probity Check must be completed, (as applicable), prior to commencing employment and maintained thereafter
- Current Safe Environments Certificate is required and the employee must comply with relevant state legislation to support a child safe organisation
- Holds a current unencumbered Australian Driver's Licence or equivalent, and is willing to drive
- Current Senior First Aid is required and maintained thereafter

## Selection Criteria

### ***Education and Knowledge***

- A relevant qualification or lesser formal qualifications with a combination of experience, expertise, and competence to perform the duties required at this level

### ***Skills and Experience***

- Demonstrated understanding of, commitment to and alignment with our service values
- Experience in community engagement or mental health would be desirable
- An understanding of bushfire and/or disaster recovery
- Demonstrated experience contributing to the development, implementation and evaluation of programs that meet community development outcomes
- Strong written, verbal and listening skills which are adaptable to a range of settings including workshop facilitation and presentations
- Good organisational, time management and problem solving skills including experience coordinating events

## Equal Employment Opportunity

*Junction is an equal opportunity employer that embraces a culture of diversity. We encourage applications from the Aboriginal and Torres Strait Islander community, people with disability, and people from every culture, gender and sexuality identity, age and ethnic background. Junction is committed to being a Child Safe organisation and has zero tolerance for child abuse.*

OUTCOMES FOCUSED	PERSONAL ATTRIBUTES	POSITIVE RELATIONSHIPS	LEADERSHIP & PEOPLE MANAGEMENT	BUSINESS ENABLERS
<b>Positively Impact Clients</b> <ul style="list-style-type: none"> <li>Actively works to understand clients/customers and stakeholders</li> <li>Engages clients/customers in a friendly and appropriate manner</li> <li>Shows respect for clients/customers and stakeholders</li> </ul>	<b>Act with integrity</b> <ul style="list-style-type: none"> <li>Acts in accordance with Junction Values and Code of Conduct</li> <li>Is honest, ethical and professional</li> <li>Acknowledges mistakes and learns from them</li> </ul>	<b>Client Centric</b> <ul style="list-style-type: none"> <li>Actively works to understand clients/customers and stakeholders</li> <li>Engages clients/customers in a friendly and appropriate manner</li> <li>Shows respect for clients/ customers and stakeholders</li> </ul>	<b>Inspire and lead with purpose</b> <ul style="list-style-type: none"> <li>Supports others to understand the organisational direction</li> <li>Contributes to the development of team goals and helps others to do the same</li> <li>Recognises and acknowledges team members achievements and successes</li> </ul>	<b>Manage change</b> <ul style="list-style-type: none"> <li>Supports and participates in change initiatives, assisting others to understand</li> <li>Recognises doubts about change in the workplace and is open to transparent conversations about those doubts</li> <li>Recognises barriers to change, both own and colleagues, supporting each other to accept and facilitate change</li> </ul>
<b>Deliver results</b> <ul style="list-style-type: none"> <li>Focuses on own performance and seeks to deliver quality services</li> <li>Seeks clarity of tasks, asks questions, knows what is expected of them</li> <li>Energetically approaches challenges</li> <li>Reports progress and any potential delays or issues which may impact on others</li> </ul>	<b>Value and embrace diversity</b> <ul style="list-style-type: none"> <li>Sees differences in people as valuable and potential assets</li> <li>Values diversity of thought and includes everyone within the team</li> <li>Is open-minded – listen to learn and understand</li> </ul>	<b>Influence and negotiate</b> <ul style="list-style-type: none"> <li>Contributes to finding effective solutions that influence positive outcomes</li> <li>Works with team to manage workload and/or priorities</li> <li>Participates in discussions to resolve differences with others</li> </ul>	<b>Contributes to a positive focus safety</b> <ul style="list-style-type: none"> <li>Shows genuine care for the safety and wellbeing of self, others and the communities</li> <li>Follows all Work, Health and Safety policy/procedures, contributes to safety and works with others to achieve a zero-harm environment</li> </ul>	<b>Optimise resources</b> <ul style="list-style-type: none"> <li>Works with team members to make effective use of resources to maximise service outcomes</li> <li>Works with team members to ensure a combined and accurate understanding of processes and practices for the work place</li> <li>Works with team members to identify team expectations and standards with a focus on efficiency</li> </ul>
<b>Drive innovation</b> <ul style="list-style-type: none"> <li>Shows a willingness to try new ways of working</li> <li>Generates and shares ideas about ways to continuously improve work and solve problems</li> <li>Looks for better ways to achieve the right outcome</li> </ul>	<b>Show resilience and adaptability</b> <ul style="list-style-type: none"> <li>Works to embrace and assist change</li> <li>Helps to engage others in the change process</li> <li>Shows resilience in times of uncertainty</li> </ul>	<b>Communicate effectively</b> <ul style="list-style-type: none"> <li>Actively listens to clients/tenants and colleagues</li> <li>Contributes to team discussions and planning</li> <li>Keeps stakeholders informed of progress and issues</li> </ul>	<b>Support and develop our people</b> <ul style="list-style-type: none"> <li>Responds flexibly to changing demands</li> <li>Helps others to identify development opportunities to increase capability</li> </ul>	<b>Leverage technology</b> <ul style="list-style-type: none"> <li>Is familiar and confident in using office software applications and technology</li> <li>Understands the function of the technology currently used in role</li> <li>Understands and complies with information, communication and document control policies, systems and security protocols</li> </ul>
<b>Plan and prioritise</b> <ul style="list-style-type: none"> <li>Sets priorities and organises self to meet deadlines</li> <li>Discusses and agrees work plans, timelines and goals with direct lead</li> <li>Regularly tracks progress on work tasks and adjusts work priorities accordingly</li> <li>Provides input to the development of team work plans and goals</li> </ul>	<b>Display self-awareness and motivation</b> <ul style="list-style-type: none"> <li>Looks for opportunities to learn from the feedback of others</li> <li>Is prepared to challenge self and take calculated risks</li> <li>Is open to development of capabilities that help attainment of goals</li> </ul>	<b>Work collaboratively</b> <ul style="list-style-type: none"> <li>Helps others who need guidance or direction on a job</li> <li>Shares information, ideas</li> <li>Acknowledges others' efforts</li> </ul>	<b>Make sound and agile decisions</b> <ul style="list-style-type: none"> <li>Makes and implements routine decisions on daily work in a timely manner</li> <li>Consults and seeks necessary information as a basis for decisions</li> <li>Explores various possibilities and generate innovative solutions</li> </ul>	<b>Understand financial requirements</b> <ul style="list-style-type: none"> <li>Understands budgets can only be used for intended purposes</li> <li>Appreciates the importance of accuracy in estimating costs, analysing financial data and recording transactions</li> <li>Uses all resources wisely and efficiently</li> </ul>