



POSITION DESCRIPTION			
<b>Position Title:</b>	Field Officer	Full Time	<input checked="" type="checkbox"/>
<b>Industrial Instrument:</b>	Social, Community, Home Care and Disability Services Industry Award 2010	Part Time	<input type="checkbox"/>
<b>Reporting to:</b>	Team Leader Service Delivery	Casual	<input type="checkbox"/>
<b>Special work requirements:</b> On site visits including after hours appointments			

PREAMBLE	
<p>IBN Corporation Pty Ltd was established to progress the business and operations of Agreements negotiated through the IBN Native Title Claim WC96/61 and all matters relating to it, particularly the administration of the two Trusts created out of the Mining Area C Agreement with BHP Billiton. IBN is no longer involved in the Native Title Claims of the Yinhawangka, Banyjima and Nyiyaparli people. <i>Its core operations are:</i></p> <ul style="list-style-type: none"> <li>• <i>Maintenance of the Traditional Owners Register of the Financial Assistance Foundation and the distribution of benefits from the Foundation to Traditional Owners</i></li> <li>• <i>Development and administration of Charitable Trust Projects and Programs; and</i></li> <li>• <i>Governance and Investment of the Trust Funds.</i></li> </ul>	

RESPONSIBILITIES	
<b>Overview</b>	The Field Officer is responsible for education, health, employment and general case management and individual support for beneficiaries in the Pilbara. The role sits within the Beneficiary Services Department and reports to the Team Leader.
<b>Reporting requirements</b>	Update Supervisor on a regular basis
<b>Objectives</b>	To facilitate access to programs that will improve the lives and general well-being of IBN beneficiaries.
<b>Subordinates</b>	Nil
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. Provide personal assistance and support for beneficiaries.</li> <li>2. Case Management – provide personal support to beneficiaries in all areas of social development including employment, training, and general access to public and community infrastructure and services. This role includes: <ul style="list-style-type: none"> <li>• The development of networks with relevant agencies to ensure beneficiaries have access to support systems;</li> <li>• Identify barriers for members to social and economic advancement, and assist beneficiaries to overcome them.</li> </ul> </li> <li>3. Community Programs <ul style="list-style-type: none"> <li>• Assist beneficiaries in applying for help from the IBN Community Programs, to the point of Registration;</li> <li>• Make recommendations to the CEO or the Beneficiary Services Manager as appropriate regarding complex applications for assistance under the Community</li> </ul> </li> </ol>



	<p style="text-align: center;">Programs</p> <ol style="list-style-type: none"> <li>4. Maintain complete, accurate and secure records of interactions with beneficiaries and ensure that the highest standard of confidentiality and appropriate conduct is maintained in relation to the above duties.</li> <li>5. Other general duties as required</li> <li>6. Contribute to the development and improvement of OH&amp;S and risk management initiatives and practices in the workplace</li> </ol>
<b>Other Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintain confidentiality at all times</li> <li>• Champion IBN's values to enhance team culture and performance</li> <li>• Preserve and protect the environment</li> <li>• Maintain acceptable productivity levels and adhere to the IBN Staff Handbook and associated policies</li> </ul>

<b>PERSONAL COMPETENCIES</b>	
<b>Character</b>	Flexible, patient and committed with a considerate, helpful approach
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Critical thinking and problem solving skills</li> <li>• Strong demonstrated understanding of indigenous culture</li> <li>• High level organisational skills with the ability to multi-task and work in a fast paced environment</li> <li>• High proficiency in Microsoft office suite</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Drivers Licence (C Class)</li> <li>• Certificate or higher qualification in the Human Services/Social Welfare field or progress towards same</li> </ul>
<b>Experience</b>	Prior experience in the field of Human Services/Social Welfare and an understanding of social welfare programs and resources
<b>Other</b>	Be respectful of IBN Beneficiaries and Traditional Owners

*The above position description reflects the essential functions of the position at this time, however this list is not finite and duties may change as required.*

	Employee	Supervisor	CEO
<b>Sign</b>			
<b>Print Name</b>			Grant Bussell
<b>Date</b>			