



POSITION DESCRIPTION

Position Title	Community Engagement Officer- Family Support
Reporting To	PSP Manager- Preservation

PURPOSE OF THE POSITION

The Community Engagement Officer will provide support to Children and Families in the Jerrinja Aboriginal Community.

The Community engagement officer is responsible for establishing strong relationships, and maintaining positive and supportive engagement with community members in order to deliver this program. The delivery of the program components will lead to increased community wellbeing, strong cultural identity and greater access to timely, effective and culturally safe services and supports.

KEY RESPONSIBILITIES & DUTIES

- Engage with the Jerrinja Aboriginal community including establishing working relationships with community members, Land Councils and existing service providers
- Assist with advocating on behalf of families as directed
- Participate in representation of the Family Support Program as directed
- Undertake a variety of administrative duties including correspondence, database management and record keeping
- Address barriers to service delivery within the Jerrinja community
- Assess the needs of the Jerrinja Aboriginal community through consultation with community members and existing service providers
- Participate in a positive work environment and help promote culture
- Liaise with Government and Non-Government agencies who engage in similar work
- Participate in team, section and all of staff meetings and provide reports as and when required
- Participation in the development, implementation and maintenance of ongoing quality assurance activities
- Understanding of and capacity to implement EEO, WH&S, ethical practice and principles of a culturally diverse society
- Comply with all SCMSAC Policies and Procedures
- Other duties as reasonably directed by the CEO, Senior Manager or Supervisor

KEY PERFORMANCE AREAS

- Strong relationships are developed and maintained with local Aboriginal communities, key community members, Land Councils, and existing service providers

- Notifiable events are reported to PSP Manager- Preservation
- Data and reporting are up to date and accurate
- Promote a positive work culture and environment

KEY COMPETENCIES

Qualifications, Knowledge and Experience

Essential

- Aboriginality*
- Sound knowledge of Aboriginal and Torres Strait Islander communities, relevant organisations and service providers in the Shoalhaven including the ability to work in collaboration with government and non-government agencies
- Experience working with children, adolescents, families and communities
- Experience working in or with an Aboriginal community
- Demonstrated experience in project work, including the ability to facilitate groups, organise events, and support community development strategies
- Computer proficiency and the ability to use basic computer programs, including the capacity to write reports, collect statistical data, develop presentations, social marketing and promotional materials
- Clear Working with Children Check, Working with Vulnerable People Registration and National Police Check
- Current Driver's Licence

PERSONAL QUALITIES AND ATTRIBUTES

- High level of organisational ability and the ability to manage time effectively and efficiently, including establishing priorities and meeting deadlines
- High level of interpersonal skills, ability to communicate effectively and handle sensitive and confidential client information
- Personal drive and a strong community focus
- Effective conflict resolutions skills, negotiation, mediation and decision making skills

RELATIONSHIPS

With	Purpose
SCMSAC CEO	The CEO may make day-to-day requests for support and information from the Community Engagement Officer
SCMSAC Executive Officer – PSP	The Community Engagement Officer may receive guidance and direction from the Executive Officer – PSP
PSP Manager- Preservation	The PSP Manager- Preservation is the first point of contact for the overall direction of work and will provide support to the Community Engagement Officer.

SCMSAC Managers, Team Leaders and Employees	The Community Engagement Officer will interact closely with Employees, Team Leaders and other Managers to develop and maintain effective working relationships, collaborate on matters, exchange information and provide advice and feedback.
Clients and External Stakeholders	The Community Engagement Officer will develop and maintain strong links with external stakeholders, community organisations and other agencies in the local area including Aboriginal communities within the Shoalhaven area.

FINANCIAL DELEGATION

This role may encompass a Financial Delegation, being the authority to approve expenditures or enter into financial commitments on behalf of SCMSAC. It is a responsibility of this role to operate within SCMSAC policy, delegations and guidelines when approving expenditures and entering into financial commitments. For more information see GUI-GOV-00-Delegation of Authority-007.docx which can be found on SharePoint.

EMPLOYEE'S ACKNOWLEDGEMENT AND ACCEPTANCE OF POSITION DESCRIPTION

I have read and confirm my understanding of the above position description that will apply to my employment with South Coast Medical Service Aboriginal Corporation.

Employee signature

Date

Signed and approved on behalf of SCMSAC

Date

Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.*