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| <b>Date</b>           | September 2022  |
| <b>Title</b>          | Community Development Worker  |
| <b>Status</b>         | <b>18 hours per week – permanent subject to funding</b>                                     |
| <b>Salary</b>         | SCHADS (Social, Community, Home Care and Disability Services) Industry Award (2010) Level 5 |
| <b>Accountability</b> | Mountains Outreach Community Service Inc<br>Management Committee and MOCS Manager.          |

### **Purpose of the Position**

To build community capacity, cohesion and social inclusion by developing and implementing a range of responsive, flexible and innovative community development projects. This will be done through collaborative strategies with key partners and stakeholders to address the needs of residents in the Blue Mountains.

This position will be part of the Community Development Team and be allocated a workspace at the MOCS office in Hazelbrook.

### **Responsibilities to Mountains Outreach Community Service**

The Community Development Worker will:

1. Work within the organisation's Code of Ethics and Conduct.
2. Work within the policies and procedures of MOCS, the MOCS Strategic Plan, funding objectives (e.g., DCJ's Targeted Early Intervention) and other legislative requirements.
3. Participate in MOCS team functions including supervision/debriefing/team meetings, staff appraisal, training and working in consultation and partnership with other MOCS staff.
4. Attend relevant community sector meetings as indicated by the MOCS Manager.

5. Coordinate volunteer and student placements and their engagement for specific MOCS projects and programs.
6. Participate in the collection of data, accountability measures and risk assessments for funding purposes and for reports to the Management Committee.
7. Write reports as required, such as, for the MOCS Annual Report and for other internal and external purposes.
8. Participate in planning at the worker, organisational and sector level.
9. Maintain the confidentiality and privacy of information relating to colleagues, participants, volunteers and community members that participate in MOCS programs and activities
10. Contribute to the delivery of MOCS playgroups, other programs (such as Parenting Young and Koori Playgroup) and events when required.
11. Work as part of the Community Development team, MOCS and the Blue Mountains community sector by maintaining respectful and effective working relationships.
12. Notify the MOCS Manager of issues that may potentially escalate to the detriment of MOCS, its staff and participants, and if there is an issue about the MOCS Manager, the matter is to be raised with the Management Committee's Chairperson.
13. Submit accurate time/travel timesheets fortnightly by the designated time and complete other administrative documentation as required.
14. Comply with employee obligations to the Federal Work Health Safety Act (2011) in taking reasonable care to protect the health and safety of yourself and other people in the organisation who may be affected by the worker's acts or omissions. MOCS is a smoke free environment.

## **Specific Position Duties**

The Community Development Worker is expected:

1. To work with local target groups including children, families, First Nations people, culturally and linguistically diverse communities, LGBTIQ+ and people living with a disability, youth, older people and socially or economically disadvantaged groups across the Blue Mountains using a community development framework underpinned by social justice principles.

2. To work with all communities across the Blue Mountains with a strong, but not exclusive, focus on children and families as required by funding bodies such as the NSW Departments of Communities and Justice, and Education.
3. Develop and implement appropriate and culturally safe community engagement and consultation practices to ensure the identification and understanding of community needs/priorities and gaps in service provision.
4. To reduce barriers to program/project participation by community members and target groups by ensuring all activities are inclusive and culturally safe.
5. To plan, co-design (where appropriate and possible), develop, implement/facilitate and evaluate a range of responsive, innovative and flexible community development/ community education programs/ activities/one-off events to targeted groups in the local community.
6. To work towards the strengthening of community capacity in the areas identified as priorities by the targeted communities and in alignment with funding requirements.
7. To advocate for social justice with and on behalf of identified target groups
8. To provide information and help the community build connections with appropriate organisations, community supports and informal social networks using means appropriate to the target group including social networking.
9. To network with relevant community services to facilitate information sharing, needs analysis and service gap identification, as well as service development including participation in identified interagency groups.
10. To understand and fulfil accountability requirements of funding bodies and ensure that all mandatory reporting requirements for the community development team are adhered to.
11. To promote, monitor and evaluate these community development/community education programs/activities/one-off events in collaboration with other MOCS staff, MOCS Manager, and relevant stakeholders.
12. To provide leadership and strategic management of community development projects/programs and initiatives and contribute to the completion of funding applications, within the MOCS Community Development team.
13. To develop evaluation tools to engage participants in feedback, collate and upload the data into internal and external data management systems and analyse and report on this, and other relevant data.
14. To undertake risks assessment and write reports as required, including for the Annual Report, MC reports, project/program reports and others when necessary.

15. To actively participate in the review of MOCS policies, procedures and other documentation to identify gaps and refer amendments to the MOCS Manager.
16. To participate and contribute to MOCS digital engagement and where necessary maintain online platforms.
17. To constructively work through any staff disputes or disagreements in accordance with MOCS grievance and complaint procedures and to ensure the continuation of effective staff relationships.
18. To perform other duties as required and directed by the MOCS manager.

## Specifications

### Essential Criteria

1. Qualifications in Community Development/Social Science/Social Work/Community Service, or related discipline or more than 2 years equivalent experience in the sector
2. Excellent understanding of community development practice and demonstrated commitment to social justice
3. High levels of interpersonal skills and communication skills (written and oral)
4. Excellent community development skills and experience in research, consultation, planning, development, implementation and evaluation of a wide range of community development collaborative projects with a broad range of community groups
5. High level project management skills including the development of project proposals, project coordination and project evaluation.
6. Demonstrated high level skills to develop and facilitate children and adult education programs
7. High level skills in group facilitation, provision of support and making referrals
8. Demonstrated ability to facilitate, support and resource collaborative partnerships, within and outside MOCS
9. Demonstrated ability to simultaneously work across a number of projects, programs, and work-tasks including but not limited to community consultation, education programs, community events, networking, data collection, reporting and analysis.
10. Demonstrated ability to show respect and empathy towards diverse team and sector colleagues, and service participants, as well as good systemic advocacy skills



11. High level interpersonal communication and networking skills including demonstrated experience engaging local community and key stakeholders
12. Demonstrated ability to work effectively, independently and respectfully as part of a team and sector
13. Demonstrated organisational skills including prioritising, time management, and, particularly, the ability to timely complete several deadlines and work under pressure
14. Demonstrated skills in data collection, report writing, project documentation development, computer and digital skills (especially Microsoft Office and Office 365 and ability to learn new programs)
15. Good understanding of employee obligations under the Federal Work Health Safety Act (2011), Anti-discrimination, Equal Opportunity and Fair Work legislation and willingness to undertake a Working with Children and Criminal Record Check

#### **Desirable Criteria**

1. Social work qualifications
2. Knowledge of the Blue Mountains Community sector
3. Own comprehensively insured vehicle and current driver's licence
4. First Aid Certificate
5. Covid-19 vaccination