

Community Development Worker

Position

This position is within the Community Services portfolio. It is part of the headspace team.

- This position reports to the Manager
- Reporting line may vary depending on location and service size
- This position does not have any direct reports This position may have direct reports, positions vary
- This position has the following direct reports:
This position is designated Band 7 under the *Schedule of Authorities and Delegations*
- This position is a budget holder This position has designated revenue targets
- This position is an Aboriginal & Torres Strait Islander identified position
- This position will require a working with children related clearance

Purpose

The purpose of this position is to lead the headspace community awareness and engagement strategy, build and maintain relationships between key stakeholders, and engage in service planning to promote the service, improve service offerings and increase service capacity and reach.

Focus

To achieve this purpose, the position holder would typically

- Develop extensive community networks across The Benevolent Society services for young people as well as community groups, business, government departments and agencies, other service providers, and educational institutions with a view to identifying and developing new service opportunities.
- Develop, implement and review strategies and opportunities with the aim of improving service capacity in the local area, with a particular focus on identifying key areas of need and service gaps in the area.
- Coordinate local meetings, community consultation and events, and support community partner events.
- Support the delivery of health promotion and community education workshops for internal and external stakeholders to raise awareness of the service.
- Partner with other service across The Benevolent Society to facilitate referrals and promote the service.
- Document and create reports using technology and paper based systems in a clear, logical, understandable and timely way
- Advise the Manager of any significant changes, concerns, potential conflicts of interest, inappropriate use of funding or potential non compliance or other risks, as soon as possible
- Document work hours, kilometres travelled, reimbursements and other employee records in the timeframes required

Outcomes

When things are going well we would expect to see these outcomes:

- We will see good access and engagement of young people and their families, across a culturally complex area, with multiple stakeholders.
- We will see Community Development Programmes that reflect well negotiated complex, local cultural and inter-generational values, that deal with issues related to mental health, drugs, alcohol and other substances, sexual and physical health, and vocational training and employment.
- We will see a workload for the CDO that is varied and dynamic which incorporates large headspace National Office projects, alongside local headspace, Benevolent Society or Youth Reference Group initiatives.

Relationships	We work collaboratively with others, however this position works close closely with:	
	Within The Benevolent Society: <ul style="list-style-type: none"> Managers, Team Leaders Director, Community Development Project & Implementation Leads Headspace staff Headspace Youth Reference Group 	Outside The Benevolent Society: <ul style="list-style-type: none"> Young people and their families Schools Other government departments, local agencies and other service providers Local community groups and businesses

Individual	To achieve the position purpose and outcomes the position holder will need to have:	
	<ul style="list-style-type: none"> Degree qualified in community development, public health, psychology, social work or similar Excellent understanding of youth mental health issues and the developmental and social context of these issues Understanding of the needs of diverse communities such as Aboriginal and Torres Strait Islander, culturally and linguistically diverse (CALD), and gay, lesbian, bisexual, transgender and intersex (LGBTI) communities Good written and verbal communication skills Good relationship building skills with the ability to create strong working relationships with different stakeholders Ability to work flexible hours as evening and weekend work will be required 	

Travel	This position may require some flexibility in terms of travel or hours of work:	
	<input type="checkbox"/> Overnight travel/stays may be required <input checked="" type="checkbox"/> Some weekend work may be required <input checked="" type="checkbox"/> Some evening work may be required <input checked="" type="checkbox"/> Travel between office locations/regions may be required <input checked="" type="checkbox"/> Travel to consumers (varied locations) may be required <input type="checkbox"/> Use of own registered, insured motor vehicle for business purposes may be required <input checked="" type="checkbox"/> Use of TBS pool cars may be required All of us might need to travel occasionally to attend learning opportunities, meetings or other key events.	

Context	Those with knowledge of this position say the things that might make your day are:	
	<ul style="list-style-type: none"> To see staff build relationships and gain an interest in the community To see improve communication with the community To see programs working well To see the community come up with ideas and seeing them come to fruition 	
	Those with knowledge of this position say some key challenges you might experience are:	
	<ul style="list-style-type: none"> Managing perceived conflicts of interest, for example, working for an organisation but also being part of the community you serve Overcoming stigma regarding mental illness in the local community. 	

Approvals	Approver	Director, Human Resources	Date: 16 December 2016	Position Code COM015
	Review history	V1.0 Final		
	Advertising	This Position Profile is not intended as an exhaustive description of the position, accountabilities or associated duties. The Benevolent Society may alter or adjust this Position Profile at any time.		