

POSITION	LOCATION	REPORTING RELATIONSHIP
Community Initiatives Officer	Geraldton	Community Initiatives Coordinator

ORGANISATIONAL CONTEXT

Desert Blue Connect Incorporated provides holistic services for women and families which include family violence response, women’s health, crisis accommodation for women and children, rural support services, men’s services and primary prevention.

Our objectives are:

- Research, design, develop, deliver and promote specialist domestic and family violence and health and wellbeing services, that are confidential and appropriate to the needs of women, children and men;
- Provide direct services that are accessible and affordable to the benefit of all women, children and men, provided in a non-discriminatory basis and with a commitment to gender equity principles;
- Provide safe and secure short-term accommodation to women and their associated children who are escaping domestic and family violence or who are at imminent risk of homelessness due to domestic and family violence;
- Enable clients to increase their knowledge, skills and confidence to make informed choices in all areas of their health and wellbeing and develop strategies to enhance their safety;
- Provide prevention and early intervention strategies through comprehensive health promotion, community and health education practices and innovative programs.

OUR PURPOSE

To Enrich and Empower the Community.

OUR VALUES

Respect – We treat each other with respect regardless of status, gender, culture and ability.

Integrity – We do what is right, not what is expected

Courage – We have strength and determination to challenge, initiate, educate and prevent.

Passion – We use our energy, passion, enthusiasm to drive our purpose and make a difference in the community.

POSITION OVERVIEW

The Community Initiatives Officer (CIO) reports to the Community Initiatives Coordinator (CIC) and is part of the Community Initiatives Team. This position is responsible for the delivery of a suite of evidence based prevention and health promotion programs, curriculum utilising resources and expertise that supports a whole of community approach in the Midwest Region. The Community Initiatives team as a whole are responsible for meeting set key performance indicators (KPI's). Each CIO has a specialised portfolio with KPI's they are responsible for. This position description should be read in conjunction with the allocated portfolio.

This role is required to work flexibly to participate in events after hours, as required.

KEY RESPONSIBILITIES

LEADERSHIP

- Embraces and promotes Desert Blue Connects purpose and values throughout the organisation and the wider community.
- Responds to diversity in a culturally appropriate manner and observe high standards of conduct professionally and ethically relating to family violence practice.
- Lead and engage in activities and behaviours that actively promote the development of a position, organisational and workplace culture in line with the values of the organisation and the expectations of Desert Blue Connects strategic plan.
- Role model respectful and professional behaviour within the work environment at all times displaying leadership, initiative, openness, honesty, integrity and transparency.
- Actively promote the program to all service providers and clients across the region.
- Maintain and expand knowledge base, theory and skills through professional development.

SERVICE DELIVERY

- Support the CIC in the planning, development, marketing and implementation of initiatives.
- Actively promote all Desert Blue Connect Services through community events and activities.
- Provide prevention and health promotion initiatives using a whole of community approach in the Midwest region.
- High quality delivery of a suite of evidence based prevention and health promotion programs, curriculum utilising resources and expertise.
- Actively participate in the development of evaluation required for initiatives delivered, track progress and complete final evaluation report if required.
- Liaise with the Aboriginal Liaison Officer (ALO) in regards to cultural appropriate content and cultural advice.
- Maintain privacy and confidentiality during all communication with clients and stakeholders, including notes and the collection and collation of statistical data.
- Attend regular meetings with CIC team and participate in general planning and new Community Initiative (CI) requests.
- Develop, plan and manage individual events in line with community need.

- Maintain records, data, and information relevant to the evaluation of the service and in accordance with funding requirements, including the completion of reports in relation to the service as required in the funding contract.
- Meet KPI's as per allocated portfolio and maintaining spreadsheets for the collection of statistics.

TEAMWORK

- Share knowledge and learnings from any professional development attended to other team members and at Desert Blue Connect team meetings on specialised portfolio.
- Liaise regularly with other team members within the organisation to foster continuous improvement.
- Participate in the review and evaluation of services, stakeholder feedback and /or client complaints and participate in implementation of recommendations for improvement, as requested by the CIC.

RISK MANAGEMENT AND OCCUPATIONAL HEALTH AND SAFETY

- Responsible for a health and safety in the work place. Ensuring that all work practices are carried out in as safe a manner as possible and complies with all organisational policies and procedures and within legislative requirements to minimise the risk to clients, visitors and self.
- Practice self-care strategies and apply safety procedures in all work practices.
- Continually review security and safety systems at Desert Blue Connect premises, managing risks within delegated responsibility and escalating risks as required to line Coordinator/EMO/CEO.
- Contribute to the development and management of risk management planning for Desert Blue Connect.

OTHER

- Maintain and expand knowledge base, theory and skills through professional development and supervision.
- Remains abreast of professional trends and literature relevant to field of practice.
- Maintains personal and professional boundaries at all times.
- Conforms to Desert Blue Connect's conditions of employment; code of conduct; policies and procedures; and relevant legislation and standards.
- Performs additional duties as requested by the CIC, Executive Manager Operations (EMO) and Chief Executive Officer (CEO).

KEY OUTCOMES

LEADERSHIP

- Demonstrated leadership, as indicated by behavior and performance that is consistent with the purpose and values of Desert Blue Connect.
- Demonstrates a high standard of conduct professionally and ethically.
- Respects diversity and responds to stakeholders in culturally appropriate manner.
- Demonstrated commitment to own personal and professional development and attends courses, training, workshops and on the job learning as identified in conjunction with Coordinator.

SERVICE DELIVERY

- Ongoing service delivery performance that meets KPI's and achieves high quality outcomes for the organisation's clientele
- Evidence of a strong client focus and commitment to quality service provision.
- Evidence of responding to stakeholder enquiries in a culturally appropriate manner and respecting diversity in a timely and responsive manner to meet client needs.
- Evidence that services are inclusive and provided in a culturally appropriate manner.

TEAMWORK

- Evidence of team using a continuous improvement approach to service provision and of contribution to quality assurance process.
- Evidence of sharing knowledge to other CI team members and to Desert Blue Connect team at whole of team meetings.
- Evidence of cohesive relationships with other team members and demonstrates strong interpersonal skills in collaborating with coworkers to provide a high quality service.
- Demonstrated ability to resolve, recommend solutions, participate in and supporting decisions made.

RISK MANAGEMENT AND OCCUPATIONAL HEALTH AND SAFETY

- Risk planning, management and compliance systems and process are working effectively.
- Takes responsibility for a health and safety in the work place, ensuring that all work practices are carried out in as safe a manner as possible and complies with all organisational policies and procedures and within legislative requirements to minimise the risk to clients, visitors and self.
- Evidence of practice of self-care strategies and apply safety procedures in all work practices.
- All duties are conducted in line with policies and procedures, relevant legislation and standards to minimise risk to clients, visitors and self.

ESSENTIAL EXPERIENCE, KNOWLEDGE AND QUALIFICATIONS

ESSENTIAL

- Certificate IV Community Services or above or other relevant qualification and experience.
- High level interpersonal skills, both verbal and written.
- Experience in presenting, facilitating and delivering programs and workshops utilising a variety of techniques, both one on one and in group settings.
- The ability to deliver programs to people of all ages, adjusting approach and method to suit the audience.
- Previous community events management experience.
- Demonstrated ability to work both independently and as part of a team, including working with volunteers and volunteer organisations.
- Demonstrated ability to work compassionately and effectively with Aboriginal people and people from a cultural and linguistically diverse background.
- Demonstrated ability to meet tight deadlines.

DESIRABLE

- Awareness of Child Safe Organisations and Child Safe Guidelines.

- Protective Behaviours WA training or other child protection and abuse prevention training.
- Knowledge of Sexuality and Relationship Education (SRE) curriculum.
- Knowledge of family violence (including sexual violence e.g. DV Alert)
- Certificate IV Training and Assessment or equivalent tertiary qualification.

OTHER EMPLOYMENT REQUIREMENTS

- Must hold Australian citizenship, or be a permanent resident of Australia.
- Proficient in the use of technology including email, the internet and Microsoft Office.
- Current drivers licence.
- National Police Clearance and Working with Children Check.
- Evidence of qualification(s).

CEO Approval: _____

Date: _____

Incumbent Acceptance: _____

Date: _____