

THE FAMILY INCLUSION NETWORK OF WESTERN AUSTRALIA INCORPORATED.



JOB DESCRIPTION FORM

JOB TITLE: Community Development Officer

REPORTING RELATIONSHIP:

Community Development Officer ➡ Executive Officer Fin WA Inc. ➡ Management Committee

AWARD: SACS WA Interim 2011

CLASSIFICATION: Level 7/8

SALARY: \$51,053 - \$55,692 (for 30 hours per week plus superannuation)

PRIMARY PURPOSE OF POSITION:

The primary role of the community development worker is to develop and implement strategies that will strengthen the voice of parents or family members, who are recipients of child protection interventions', at a systemic level.

CERTIFICATION

This document is an accurate statement of the duties and responsibilities of this position.

Signed: _____ Date: _____
Chairperson

ACKNOWLEDGEMENT

As the position holder, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name: (Print) _____

Signed: _____ Date: _____

KEY DUTIES

Direct Service:

- To work with parents and family members to develop the necessary skills to represent consumers involved in child protection interventions;
- To establish a reference group of consumer consultants providing input into policy and practice to promote systemic reform for a more inclusive and respectful child protection system;
- To develop and implement education and training for consumers, service providers, government and community agencies;
- To explore and implement the principles of co-production;
- Where appropriate participate in consumer related research and consultation on issues affecting the consumer group;
- Provide support and peer mentoring (where required) to students, volunteer and staff.

Networking and Representation

- Develop on-going and collaborative relationships with organisations particularly those in the child protection sector, including Aboriginal and CALD communities;
- Where appropriate represent Fin WA Inc. on selected committees, forums and other membership-based services;
- Where appropriate provide education /information sessions to service providers to raise their knowledge and understanding of the experience of parents and families involved in child protection interventions.

Administration

- Document data and information in a professional and confidential manner which aligns with organisational policy;
- Maintain appropriate file management and statistical data;
- Provide timesheets and reimbursements as required in accordance with agency policies and procedures;
- Assist in the development and implementation of policies and procedures if required.

Team Work and Supervision

- Attend and actively participate in scheduled meetings with the Executive Officer and other Fin WA Inc. workers.
- Actively participate in regular supervision and annual performance reviews.
- Identify and attend relevant training and seminars.
- Participate in team activities as relevant.

Other:

- Participate in Fin WA activities as required.

QUALIFICATIONS, EXPERIENCE, SKILLS, KNOWLEDGE, AND OTHER

Qualifications

- Degree in Social Work or similar.

Experience

- Work alongside consumers as advocates;
- Family work relevant to child protection or related areas;
- Develop and implement educational and training packages for consumers and professionals;
- Work with families who have complex needs;
- A team player and working independently.

Skills

- Ability to work and engage with people who are disadvantaged and establish relationships of trust;
- Sound training skills;
- Able to establish, promote and facilitate educational and training groups for consumers and professionals;
- Good time management and organisational skills;
- Excellent verbal and written communication skills;
- Able to contribute to a working atmosphere of friendliness, trust and professionalism.

Knowledge

- Knowledge and understanding of the importance of the consumer voice;
- Understanding of issues affecting children, young people and families involved in child protection interventions;
- Knowledge of the issues impacting upon parents with children in care with the Department for Child Protection and Family Support.

Other

- Able to work within the parent-focussed ethos of Fin WA Inc.;
- Current driver's licence and own vehicle;
- A National Police Clearance.