

## Position Description

**Community Development Worker – Cranebrook (Temp Contract Maternity Leave – 12 months from June 2021 to July 2022 )**

### Job Identification

<b>Job Title:</b>	<b>Community Development Worker Cranebrook</b>
<b>Status:</b>	<b>Maternity Leave Contract (12 months - June 2021 to July 2022)</b>
<b>Days/Hours:</b>	<b>24 hours per week - 3 days x 8 hrs (Tues-Thurs)</b>
<b>Locality:</b>	<b>Based at Cranebrook Neighbourhood Centre</b>
<b>Salary &amp; Conditions:</b>	<b>In accordance with SCHADS Industry Award 2010 Grade 4 and Employment Contract (above award conditions incl Sal Packaging)</b>
<b>Accountable to:</b>	<b>Day-to-day: Program Manager- Community Development Team Overall –General Manager &amp; NCNS Board of Management</b>

### Aim

To work as part of the NCNS team providing a high quality community development and early intervention service to the residents of Cranebrook in the Penrith LGA.

### Primary responsibilities

#### **Community Development**

- To develop, implement, facilitate and evaluate activities/programs that meet the needs of the target population
- Organise and facilitate groupwork activities for children, young people, and target adult community members
- Undertake community development and community capacity building activities, advocacy, and community engagement
- Development of key stakeholder collaborative partnerships
- Project management of local collaborative processes (eg Neighbourhood Advisory Groups, Community Consultations, etc)
- Engaging the service system, local residents and other stakeholders to actively participate in collaborative processes
- Developing a consultation framework for working with the community
- To source avenues of funding to enhance program and service delivery
- To develop, strengthen, resource and support local existing and/or emerging networks and partnerships to enhance the lives of local residents
- To create opportunities to undertake joint projects/initiatives with other local services to bring new resources and services into the area
- To resource other NCNS activities/programs as required
- To produce and distribute promotional material to enable community engagement
- To represent and promote all NCNS projects and their activities in the local and wider community
- Other duties as required and as directed by your Team Leader or Manager

#### **Other**

- Ability to work independently and unsupervised as required.
- To work as a team member by developing and maintaining team relationship – providing support and feedback
- Attend monthly team meetings, organisational planning, term planning etc.
- Ensure the workplace, work premises, work practices and plant and equipment used by staff, contractors, clients, and visitors are without risk to health and safety – as far as is reasonable and practical.
- Maintaining administrative workload – time sheets, case notes, client and activity data

- All TEI documentation and data entry to be updated in the NCNS Database on a weekly basis
- Adhering to NCNS Policies and Procedures, Code of Ethics and Code of Conduct
- Working within the defined budget
- Understanding of the child protection framework and your responsibilities as a mandatory reporter
- Attend and participate in individual and group supervision
- Attend and participate in training, workshops, conferences, and inter-agencies/networks
- To represent the program and the organisation in a positive and professional manner in all dealings with other agencies or service users
- To promote the service through the community and worker networks

***Please note*** that under our *Child Protection Policy* all staff will need to provide a verified *Working with Children* clearance and a *National Police Check* prior to confirmation of employment.