



Position Description

Position Title	Community Engagement Officer
Directorate	Southern Mallee
Reports to	Communities for Children Coordinator
Date of Job Description	12/12/2017
Conditions	Conditions of employment are documented in the Mallee family Care Enterprise Agreement 2012
Employment Status	Full-Time Fixed Term Contract
Salary	This position is classified as Band 5 – Senior Case Worker, with a salary range of \$64,588 - \$73,819, dependent on qualifications and experience, plus superannuation and the ability to salary package up to \$15,834 tax free, pro-rata
Hours of Work	This is a full time position. Work outside normal office hours may be required.

Position Objectives

Mallee Family Care is the Facilitating Partner of the Communities for Children (CfC) project across the Swan Hill LGA. CfC is a community driven approach to provide support to vulnerable families with children 0-12 years within the community. The role of the Community Engagement Officer is to coordinate open and continuous communication between all participants of Communities for the Children project, so we can share, learn and adjust as required to achieve impact in the lives of children. The role also will engage the broader community in a meaningful way to ensure the voice of our community is heard and they are then involved in decision making, which is key to understanding the root causes of our community’s complex social issues and create solutions that will benefit children and their families. Additionally, the role is central to develop, and promote integrated service delivery across the service system.

Key Responsibilities & Duties	Performance Expectations
Community Partner (CP) engagement.	<p>Supporting CP's to deliver their activities including working with them to identify and resolve any barriers or challenges.</p> <p>Coordinating CP training, reflective practice meetings and information sessions required.</p> <p>Providing regular communication and support to the Communities for Children Executive and to the Child, Youth and Family Network (CYFN) and Robinvale Early Years Network (REYN), networks.</p> <p>Promoting and supporting access by families to current Community Partners activities;</p> <p>Promoting the value of evidence-based programs and supporting community partners towards achieving evidence-based accreditation as required.</p>
Building a Child Friendly Community.	<p>Promote the embedding of child-friendly principles in CfC community consultation's, planning and practice.</p> <p>Facilitate the development of regular mechanisms to provide children 0-12 years with an opportunity to have a voice in their community, particularly regarding their health, wellbeing and safety.</p> <p>Maintain a presence in the local community through membership of committees and reference groups relevant to CfC priorities for support of vulnerable and disadvantaged families with children 0-12 years.</p> <p>Promote the importance of quality early years education to positive lifelong outcomes and wellbeing.</p>
Community Engagement.	<p>Provide a link to local networks to the broader work of CfC (eg. CYFN, REYN) to encourage community participation in planning and decision-making.</p> <p>Foster reciprocal connections between community networks and the CfC governance committee where possible to maintain awareness of community issues and priorities.</p> <p>Engage with a wide and diverse range of community members in particular Indigenous and CALD communities.</p> <p>Purse media opportunities to promote the work and investment of CfC funding.</p>

	Foster and increase opportunities for collective impact and integrated service delivery by seeking continual opportunities for partnership with stakeholders, including the community and service providers.
Facilitating Partner Support.	Provide support to the governance of CfC. Support implementation of the community strategic plan, facilitating partner activity work plan and other activities. Facilitate and participate in relevant networks to strengthen local systems for child and family wellbeing, such as Team Around the Child. Promote and assist in the delivery of the Small Grants Program. Project Management support.
Evaluation and change measurement.	Support CP's to develop and use evaluation tools and to monitor their activity's delivery; Ability to collect, extract and analyse data. Maintain an awareness of the changing government policies and priorities relevant to children and families' education and wellbeing. Promoting the importance of effective change-measurement and building evidence-base practice.
To participate in supervision.	As per Mallee Family Care Supervision Policy.
To be compliant with e3Learning courses.	Completing allocated courses every quarter.
To undertake other duties as may reasonably be required.	Undertaking other duties required by your Line Manager.

Qualifications and Experience:

- Degree level or above in community development, social work, education early childhood development or related field.
- Experience working in a community engagement and community development context.
- Project Management experience
- Current drivers licence.

Key Selection Criteria:

Applicants are invited to submit their applications addressing the following selection criteria:

- Experience in community engagement and community development.
- Understanding of strength based practice and community development principles and practices.
- Collaborative work style and ability to liaise and engage with a wide range of stakeholder groups.
- Understanding of the challenges that many children and families face in engaging with schools, health and other community services in a positive way.
- Well-developed written and oral communication and report writing skills and computer literacy skills
- Ability to complete administrative tasks accurately and to strict deadlines.
- Ability to work independently and contribute actively as a member of a team.
- Commitment to client confidentiality and privacy.

Organisation Structure and Values

Mallee Family Care is an Incorporated Association with an elected community based Board of Management. It was established in 1979 and is a large and diverse community service organisation, providing a wide range of services to the communities of North West Victoria and South West New South Wales.

Day-to-day management for the agency is the responsibility of the Chief Executive Director, Director Corporate Services, and Director Client Services.

This structure has been designed to ensure a clear focus on the delivery of services and to utilise the skills and experience of staff in the most efficient and effective manner.

Our Vision

Empowering the vulnerable and disadvantaged in our communities.

By this we mean we want:

- Communities where vulnerable children will be protected.
- Communities where disadvantaged families and individuals will be supported.
- Communities that are committed to supporting those in need.

Our Mission

To enrich lives and to increase opportunities (for those in need) through:

- Services;
- Education
- Research; and
- Advocacy

Our Approach

Our approach to achieving this strategic intent will demonstrate that:

- We are focused on the resolution of issues and will be flexible and adaptive in our approach.
- We understand our communities, we are informed by practice and our focus is on outcomes that matter.
- We work in partnership with stakeholders.
- We consult broadly and engage with our communities.

Other Information:

At Mallee Family Care we are deeply committed to the people with whom we work. We therefore go to great lengths to ensure that the positions we make available are filled by the most appropriate applicants. To assist with this we undertake a number of selection processes beyond initial interviews.

Appointment to the position will be subject to the satisfactory completion of the following:

- Psychological Personality Assessment – California Personality Index (CPI)
- Medical Disclosure
- Six month probationary period
- Referee Checks (two nominated referees including your supervisor if you are currently working)
- Photocopy of Driver’s Licence.
- Police Check
- Working with Children Check

Benefits of working at Mallee Family Care

- Discounted membership of your nominated gym/health club.
- Direct salary deduction
- Partially paid study leave and practical assistance available for approved courses after two years of employment
- Confidential, responsive counselling available for time when personal and work related issues may affect your ability to perform at work (Employee Assistance Program – EAP)
- Flexible working arrangement options (were appropriate)
- Up to date and ergonomic furniture
- A happy and family friendly work environment

Applications addressing the Key Selection Criteria outlined in this position description should be addressed to:

Attention: Maree Fullgrabe
Mailed to PO Box 1870, Mildura 3502
Hand delivered to 122 Ninth Street Mildura 3500
Emailed to mfullgrabe@malleefamilycare.com.au
Closing date for applications: 5.00pm Wednesday, 17 January 2018

Office Use Only

Position Description Approved by General Manager

Name: _____

Signature: _____

Date: ____/____/____

Copy of Position Description forwarded to Human Resource Manager YES NO