



Northern Area Community & Youth Services Inc. Established 1981

Job Description

Title: Community Capacity Project Officer

Report to: Clinical Manager

Applications Close Friday 30th March 2018

<p>Scope of Position</p>	<p>The Community Capacity Project Officer (CCPO) aims to build family and individual capacity by providing professional support to families and individuals using partnership, strengths-based and family-centred approaches.</p> <p>Support is provided in both group settings and on an individual basis.</p> <p>The CCPO will develop a community-based program that acknowledges NACYS core service strengths and invites external agencies to contribute their skills and abilities.</p> <p>Support is targeted specifically at vulnerable families, young people and those with more complex needs.</p>
<p>Working Relationships</p>	<p>This position is accountable to the Clinical Manager for quality purposes & and through them to the CEO.</p> <p>This position has working relationships with families, volunteers, social work and other students, external service providers, Alcohol and Other Drugs Team, and other NACYS employees as required.</p>
<p>Award</p>	<p>Social, Community, Home Care & Disability Services Award 2010</p>
<p>Special Conditions</p>	<p>Attendance at Out of Hours meetings, training and service functions for which a time off in lieu arrangement applies.</p> <p>Satisfactory DCSI Clearance</p> <p>A current South Australian motor vehicle drivers licence is essential.</p>



Northern Area Community & Youth Services Inc. Established 1981

	<p>RAN training</p> <p>Computer literacy in common systems and software is essential.</p> <p>In service training will be available and staff member is expected to attend.</p>
<p>Position Objectives</p>	<p>Work within the Organisations philosophy and ethos and maintain confidentiality.</p> <p>Develop continual learning practices to increase own professional knowledge.</p> <p>Assist in the implementation of the Organisations programmes and routines under supervision as directed.</p>
<p>Essential Personal Attributes</p>	<p>Will demonstrate an ability of working sensitively, appropriately and maturely with families and young people experiencing multiple levels of disadvantage. The applicant's respect for the integrity of each individual's pathway will underpin all services delivered within the programme.</p> <p>Experience in Community Development</p> <p>Experience in Group work</p>
<p>Experience/ Qualifications/Training</p>	<p>Holds a relevant qualification, or possesses skills, knowledge and experience to perform duties at this level.</p> <p>Ability to operationalise a service agreement and ensure daily management of program bases.</p> <p>Experience in project planning, implementation and evaluation.</p> <p>Ability to deliver multiple forms of intervention.</p> <p>Relevant specialist skills exercised within a multi-disciplinary or major single function operation.</p> <p>Ability to work in collaborative partnerships for service delivery.</p> <p>Comprehensive knowledge of the activities, work practices, philosophy, policy and procedural foundation of the programme.</p>



	<p>Sound understanding of the activities, work practices, philosophy, policy and procedural foundation of NACYS.</p> <p>Comprehensive knowledge of Equal Opportunities, Social Justice and Work, Health and Safety principles and guidelines.</p> <p>Sound understanding of duty of care responsibilities.</p> <p>Facilitation of inter-agency project participation.</p> <p>Time management skills.</p>
<p>Duties</p>	<p>Leadership:</p> <p>Lead, develop and coordinate group work programs, ensuring all services are progressive, proactive, and responsive to community needs and managed in accordance with contracts and NACYS standards.</p> <p>Lead, supervise, support and develop volunteers so they undertake their work in accordance with NACYS policy and procedures.</p> <p>Maintain knowledge of the issues and context re young people and families at risk.</p> <p>Develop and maintain positive working relationships to strengthen existing and develop new programs with appropriate external stakeholders.</p> <p>Develop strong team relationships, fostering positive relationships within NACYS and across departments.</p> <p>Operational:</p> <p>Ensure the NACYS service agreement is operationalised on a day to day basis.</p> <p>Collate and monitor appropriate data and statistical information required for reporting against the service agreement.</p> <p>Complete appropriate reporting as prescribed by NACYS management.</p>



	<p>Conduct regular risk assessments and develop strategies to mitigate, monitor and manage risk utilising the NACYS Risk Management framework.</p> <p>Assist in ensuring budgets are met by managing controllable costs/expenses</p> <p>Ensure that all initiatives operate in accordance with the NACYS core policies and appropriate legislative frameworks.</p> <p>Assist management to secure funding for growth and/or continuance of programs and ensure funding requirements met.</p> <p>Other duties as required.</p>
<p>WHS 2012</p>	<p>The employee is legally required to read the NACYS WHS policies and abide by its directions at all times and in all circumstances.</p> <p>The employee will participate through input and commitment towards the development of appropriate WHS 2012 policies and procedures.</p> <p>The employee will take all reasonable care for their own health and safety and that of others whilst at work.</p> <p>The employee will not willfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of the organizations employees.</p> <p>The employee, in accordance with agreed procedures for accident and incident reporting, report potential and actual hazards to their elected Health and Safety Representatives.</p>
<p>Extent of Authority</p>	<p>Works under the direction of the Clinical Manager and CEO.</p> <p>Work outcomes are monitored by the Clinical Manager and evaluated at regular intervals.</p> <p>There is freedom to act within established guidelines.</p>



Northern Area Community & Youth Services Inc. Established 1981

Location: NACYS main office and Playford Council District.

Declaration

I have read the Job Description, Community Capacity Project Officer, and agree to carry out the responsibilities and duties diligently and to the best of my ability.

Name

Signature

Witness CEO

Date