



## POSITION DESCRIPTION

Position title:	Community Development Worker, Bushfire Response
Time fraction	Full time
Position reports to:	Manager, Gippsland Region
Program:	Bushfire Response Program
Location:	Bairnsdale and Lakes Entrance with outreach to other towns in East Gippsland

### MISSION - VISION - VALUES

Relationships are at the heart of why CatholicCare exists. We help people to build positive relationships, and repair connections when needed.

CatholicCare works on behalf of the Archdiocese of Melbourne and the Diocese of Sale with a mission to break down the barriers to social inclusion by strengthening families and communities.

Our vision is for a stronger, more resilient and inclusive society – where everyone can reach their potential and enjoy life to the full.

We draw on the principles of Catholic Social Teaching to inspire and direct our endeavours. As an organisation, and as individuals, we value; Dignity, Compassion, Collaboration, Inclusion, and Responsibility.

*“I have come so that you may have life and have it to the full”*

{John 10:10}

### POSITION PURPOSE

The purpose of this position is to support, address and provide paths of assistance to people affected by grief and trauma within the bushfire affected regions in East Gippsland. This is part of a coordinated response between CatholicCare, the Catholic Diocese of Sale and in collaboration with the Catholic Education Office in Sale.

A key focus of the position is to support, build and strengthen families and relationships.

The program will provide an outreach mobile service to the community, with a particular focus on remote townships using a CatholicCare vehicle where Community Development activities, material assistance and referrals can be made from. This role will travel to Churches, Community groups, Sporting Groups, Schools, Parishes, Festivals and Markets to support the community on a rostered and regular basis.

### POSITION ACCOUNTABILITIES

KEY RESULT AREA	ACCOUNTABILITY
<b>Community group work and education</b>	Provide group facilitation in community venues or meeting spaces (e.g. arrange regular morning teas or engagement activities as well as financial assistance dispersement)
	Lead outreach, community development and community education aspects of the program
	Display creative and innovative ways of reaching out to people
	Travel regularly between locations as required

KEY RESULT AREA	ACCOUNTABILITY
	<p>Liaising with key stakeholders associated with the Bushfire Response program (e.g. Bushfire Recovery Victoria (BRV), other established local services, football clubs and community groups, Catholic parishes and schools) to leverage existing events, and/or coordinate new events, that aim to also bring communities together</p> <p>Supporting participants to access community resources</p>
<b>Relationships and collaboration</b>	<p>Proactively liaise and network with existing agencies to understand and address the needs being identified</p> <p>Liaise with the all the Primary and Secondary Schools in the East Gippsland region</p> <p>Liaise with Catholic Parishes in the East Gippsland region to provide initial support and referral pathways to affected families</p> <p>Facilitate referrals to appropriate services and organisations</p>
<b>File management</b>	<p>Maintain quality client case files</p> <p>Recording of statistics as required for CMS Penelope system</p> <p>Prepare reports as required</p>
<b>Quality &amp; planning</b>	<p>Actively promote and undertake quality improvement activities</p> <p>Ensure a culture mindful of risk management, health &amp; safety at all times</p>
<b>Other duties</b>	<p>Perform other duties consistent with the position as required and directed</p>

## KEY SELECTION CRITERIA

### Qualifications

- Diploma in Community Development or equivalent
- Post graduate qualification in Counselling or Human Services highly regarded

### Experience

- Proven track record in designing and delivering activities that bring together groups within the community
- Demonstrated program development and group facilitation skills
- Experience in working with rural communities and in outreach work desirable
- Knowledge of and experience in working with individuals and families from indigenous and culturally and linguistically diverse communities
- Strong written and verbal communication skills
- Commitment to and skills in working in partnership with clients, colleagues and other organisations

### Competencies

- Excellent communication, decision making, problem solving, advocacy and negotiation skills
- Ability to work effectively in, and contribute to, a positive and productive team environment
- Commitment to the Values of CatholicCare
- Commitment to social justice and community issues
- Excellent prioritisation and time-management skills to meet deadlines, and manages own time effectively
- Sensitivity to the confidentiality and specific nature of the work
- Commitment to and skills in promoting innovation and continuous improvement
- Experience/skill using the Microsoft Office Suite

### Other requirements

- Current Victorian Driver's License
- Current Australia Wide Police Check (and International Police check if applicable)
- Current Working with Children Card
- Right to work in Australia

### JOB SCOPE

Roles reporting to this position:	<ul style="list-style-type: none"><li>• Nil</li></ul>
Key stakeholders – internal:	<ul style="list-style-type: none"><li>• Manager, Gippsland Region</li><li>• Bushfire Response Program team</li><li>• CatholicCare team members and counselling staff</li><li>• All CatholicCare employees</li></ul>
Key stakeholders – external:	<ul style="list-style-type: none"><li>• Clients</li><li>• Community members</li><li>• Partnering and referring agencies</li></ul>
Budgetary accountability:	<ul style="list-style-type: none"><li>• TBA</li></ul>
Confidentiality of information:	<ul style="list-style-type: none"><li>• High</li></ul>

### JOB CONDITIONS

Conditions of Employment are in accordance with the Centacare Catholic Family Services (CCFS) Employment Agreement 2008. CCFS changed its name to CatholicCare on 4 April 2011, but the Centacare Catholic Family Services Employment Agreement 2008 endures until it is re-negotiated and updated.

CatholicCare has Public Benevolent Institution tax status; our employees can reduce their taxable income through salary packaging and thereby increase their take-home salary.

All staff employed by CatholicCare are expected to perform their work in a manner consistent with the mission and practice framework of the organisation.

There may be occasions when overtime is necessary to complete tasks; however, this is not the norm.