



Paupiyala
Tjarutja
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Aboriginal Corporation

Position Description

Position Details

Position Title:	Community Activities Officer
Location:	Tjuntjuntjara Community, Great Victoria Desert, WA
Responsible to:	Program Manager
Base Salary:	\$59,965 pa excluding super. + District Allowance
Position Term:	24 months maximum term contract
Level:	Level 5.1
Award:	Aboriginal Communities and Organisations (Western Australia) Interim Award 2011

Spinifex People

The Spinifex People, including those residents at Tjuntjuntjara, are represented by the Pila Nguru Corporation, the Native Title Representative Body for the Spinifex Native Title area. Within this area, Paupiyala Tjarutja Aboriginal Corporation manages all services in the Tjuntjuntjara community. The community has a population of around 200 people.

Primary Purpose

Using a community development and community empowerment approach, this position is to facilitate culturally appropriate sport & recreation activities within the Community; that fosters positive healthy behaviours and improves mental health and wellbeing. The role will be responsible for identifying, developing and coordinating these activities under the direction of the Program Manager. Further, during the school holiday period, the position will facilitate the provision of a range of programs aimed at school aged children to ensure that they have access to positive activities designed to reduce the risk of boredom and anti-social behaviour.

The Community Activities Officer's main duties are to facilitate the following:

- active recreational and sporting games and activities for the community population



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- increasing the number of people actively engaging in some type of sporting or physical activity
- increasing awareness around the impact of drugs and alcohol
- mentor indigenous program staff
- facilitate awareness and access to available mental health services including initiating referrals
- facilitate workshops or education sessions on positive role modelling, healthy bodies healthy minds and other positive behavioural modification practices.

Accountability

This position reports to the Program Manager (PTAC).

Tasks & Duties

The Community Activities Officer key tasks and duties are:

- Supervise and mentor volunteers, and indigenous Community Activities workers
- Identify potential staff in the community, and provide supervision, mentoring and facilitate professional development and training
- Engage the broader community in a wide range of sport and recreational activities to promote positive and healthy behaviour while reducing anti-social behaviour such as drug use and vandalism.
- Under supervision, design and facilitate community health initiative activities, including activities to increase physical and mental health
- Source and maintain relevant program resources and equipment when required
- Empower community members to contribute to the design and facilitation of the activities in the program.
- Engage the broader community through the program, including existing programs such as the School, Youth, Women's Centre, Aged Care, CDP, Spinifex arts and health service.
- Facilitate regular community sporting games such as football and softball including training sessions.
- Ensure the weekly program activities are posted up around the community promoting routine, active participation, and intergenerational engagement.
- Facilitate and support the community Sports Committee who organise community sport and recreation events and carnivals.
- Contribute to the design, facilitation and coordination of the Tjuntjuntjara School Holiday Program and Sport and Recreational activities

General Duties and Expectations

- a) Ensure confidentiality is maintained within the Corporation in accordance with the Privacy Act 1998.
 - b) Maintain polite and respectful relationships and communications with external agencies, key stakeholders and community members.
 - c) Undertake the duties and responsibilities of the role in the context of constructive engagement with staff and empowering people through two-way learning and cultural awareness.
 - d) Willingness and ability to participate in sport & recreation activities.
 - e) Sound understanding and ability to implement behaviour management techniques where needed, specifically with youth.
 - f) Perform other duties as required.
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SELECTION CRITERIA

Qualifications

- Tertiary or undergraduate qualification in a relevant field (Certificate IV in Mental Health/ Social and Emotional Wellbeing or Diploma/Degree in Welfare Studies or Social Work or equivalent, or Sport & Recreation).
- Senior First Aid Certificate
- Working with Children Check

Skills, Abilities & Experience

- Demonstrated experience designing, supervising and running community sport & recreation activities and competitions.
- Experience working with disengaged youth and aboriginal people in a remote Aboriginal community.
- Knowledge of culturally appropriate approaches to mental health, SEWB and Alcohol and Other Drugs (AOD) issues within Aboriginal communities and/or experience in professional development, training and support activities.
- High level knowledge of Aboriginal culture, history, understanding of impact of colonisation and how this history relates to current social, emotional and health issues for Aboriginal communities, families and individuals.
- Understanding of Aboriginal Community Control in the context of health care.



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- Demonstrated appropriate interpersonal, communication and organisational skills, including the ability to liaise with a range of health services, management and health professionals, elders, and community members.
- Ability to support organisation-wide initiatives that fosters Social Emotional Wellbeing for the Tjuntjuntjara community.
- High-level community engagement skills including planning, developing activities, consultation and partnership development.
- Proficient ability to use MS Word, Outlook, and PowerPoint.
- Proven ability to work in a team and with minimal supervision.
- Demonstrated experience running school holiday program activities.
- Demonstrated sound organizational, planning and time management skills.
- Sound problem solving, diplomacy and resolution skills.
- Strong cross-cultural communication skills.

Pre-Employment Requirements

1. Manual Driver's license (4wd driver training will be an advantage)
2. Working with Children Check
3. National Police Clearance
4. Willingness to live in the community and in shared accommodation
5. Current First Aid Certificate or willing to obtain