

POSITION DESCRIPTION

Community Engagement Coordinator

This position description describes the scope and skills required of the Community Capacity Building Coordinator at Link Health and Community (Link HC), owned by LaTrobe Community Health Service. The position description may be subject to periodical reviews.

POSITION:	Community Engagement Coordinator
DEPARTMENT:	National Disability Insurance Scheme (NDIS) Early Childhood Early Intervention (ECEI) Service
REPORTS TO:	Manager, Community Development, Engagement and Capacity Building

POSITION SUMMARY:

Link HC is the Partner in the Community (PITC) delivering Early Childhood Early Intervention (ECEI) services across Inner Eastern Melbourne, Outer Eastern Melbourne, Southern Melbourne, Inner Gippsland and Outer Gippsland for the National Disability Insurance Scheme (NDIS). The ECEI approach supports children aged under 7 years who have a developmental delay or disability and their family/carers to help children develop the skills they need to take part in daily activities and achieve the best possible outcomes throughout their life.

The Community Engagement Coordinator will be responsible for the development and implementation of the Community Capacity Building (CCB) Plan, focussing predominantly on particular service areas but also working across service areas as required. In line with the National Disability Insurance Agency (NDIA) Statement of Requirements (SoR), the Community Engagement Coordinator will work with community stakeholders, and a passionate internal team to raise awareness and understanding of NDIS ECEI approach and support local communities to build more welcoming and inclusive environments for all children in our service areas.

POSITION ACCOUNTABILITY:

- Implement and deliver outcomes from the Community Capacity Building Plan. For example, strengthening community and mainstream service capabilities, identifying community services and supports, building community connections, prioritising efforts to strengthen inclusion for children with developmental delay or disability.
- Meet key deliverables, timeframes and key performance indicators in ECEI Partners in the Community Statement of Requirements. (SoR)
- In consultation with the Community Development, Engagement and Capacity Building Manager, develop, monitor and report on Community Capacity Building Plan activities and outcomes.
- Complete data and reports within required timeframes.
- Confidence in public speaking in small networking groups and in large forums and an ability to adjust the delivery of the information according to the audience.
- Demonstrated understanding of community diversity and barriers in building connections to supports and services.
- Participate in service promotion, forums, community events, training, community capacity building and professional development activities.
- Report and act on community accessibility and community attitudes to inclusion.
- In collaboration with others, develop productive relationships with stakeholders including local governments, early years services, mainstream and community services, LAC Community Capacity Building Coordinators and the ECEI teams.
- Undertake other duties as reasonably directed, both collaboratively with other team members and autonomously as required and within the scope of the role.

PERFORMANCE MEASURES:

- Deliver the actions and outcomes within the Community Capacity Building Plan within set timeframes
- Understand and respond to opportunities and barriers to inclusion and participation within local communities
- Provide information to facilitate referrals through community connections including mainstream services by building awareness of support / referral pathways
- Support the development of robust, inclusive communities for children with developmental delay and/or disability.
- Build connections and collaborations in community with stakeholders.
- Network with culturally and linguistically diverse communities (CALD), Aboriginal and Torres Strait Islander communities and early year’s stakeholders.
- Increase community awareness about the NDIS and the ECEI approach.

ORGANISATIONAL CONTEXT

Link HC is a multi-sited community health service, providing a comprehensive range of health and welfare services primarily to people in the East and South-East of Melbourne and Eastern Victoria.

Link HC provides quality services in line with the program aims, funding guidelines and the Vision and Values of Link HC.

VISION

Link Health and Community’s vision is healthier people participating in their communities. The underpinning principles in achieving this vision is that Link HC:

- Recognises the health of individuals and the community, is influenced by social and environmental factors as well as individual’s access to health services and plans and delivers our services accordingly
- Recognises that client, community and employee engagement in all aspects of our activities are essential for effective governance
- Strives to provide quality services, in a professional, timely manner to clients from culturally and linguistically diverse backgrounds and to clients who are hearing impaired and use sign language as their primary mode of communication
- Link HC is committed to partnering with other organisations to offer integrated health and wellbeing services that are consistent with state-wide health needs and social priorities

VALUES

Link HC organisational values are:

- We **care** for our community and for the people who use our services
- We **listen** to people who need our services and we advocate for our community
- We provide **accessible**, innovative, and high-quality services and programs
- We **partner** with other organisations to ensure the development and delivery of better services
- We are a **sustainable** organisation, financially, socially and environmentally

OCCUPATIONAL HEALTH AND SAFETY

The position holder has a duty to take reasonable care for the health and safety of themselves and others in accordance with Occupational Health & Safety legislation.

QUALITY AND RISK MANAGEMENT

The position holder has a responsibility to identify continuous quality improvement opportunities; participate in the development of quality procedures and contribute to internal and external program reviews and audits as required.

The position holder will respond to risk management procedures to minimise any major areas of identified risk and to comply with Link HC OH&S Risk Management Plan.

POLICIES AND PROCEDURES

The position holder will uphold and adhere to Link HC's Code of Conduct and policies and procedures.

KEY SELECTION CRITERIA

- Demonstrated understanding of the National Disability Insurance Scheme Act (2013), the National Disability Services Standards, and the National Guidelines for Best Practice in Early Childhood Intervention.
- An understanding and ability to respond to opportunities and barriers to inclusion and participation within local communities, particularly in the early childhood sector
- Effective time management skills and demonstrated ability to achieve key positional performance indicators within a required time.
- Strong knowledge of the principles of family centred practice and ability to support the development of robust, inclusive communities for children with developmental delay and/or disability.
- High-level communication, negotiation and conflict resolution skills.
- Proven ability to liaise with a variety of professionals, community & mainstream services, families & caregivers and other internal and external stakeholders.
- Demonstrated information technology competency in using computers and tablets.

QUALIFICATIONS AND EXPERIENCE REQUIRED

Essential

- Tertiary qualification in early childhood teaching, allied health, community development, communications, or related discipline.
- Demonstrated understanding of the National Disability Insurance Scheme and the needs of families and children with a disability.
- Ability to convey information to a diverse range of stakeholders and build understanding and confidence in public speaking.
- Demonstrated experience in engaging, supporting and developing local communities.
- Demonstrated skills in organisation, time management, planning and priority setting.
- Ability to fulfil the key objectives, duties and responsibilities required in the role
- Excellent interpersonal and communication skills.
- Ability to listen and contribute.
- Knowledge of early childhood development and developmental delay and/or disability.

Desirable

- Knowledge of or experience in Community Health sector
- Marketing and communications experience
- At least five years' experience preferred.

Mandatory Requirements

- A National Police check
- An international police check, if the position holder has worked overseas for a period of 12 months in the last 10 years
- Working with Children Check
- Disability Worker Exclusion Scheme (DWES) (if applicable to the role)
- Australian Tertiary qualification (as determined) or documentation pertaining to an overseas tertiary qualification stating Australian equivalency
- Credentialing requirements (if applicable to the role)
- Registration with a regulatory body or equivalent professional membership (as determined)
- Working rights within Australia
- Victorian Driver Licence
- A reliable vehicle
- Disclosure of any pre-existing injuries or disease that might prohibit your ability to fulfil the inherent requirements of the role

Approved: 

Debra Inverarity

General Manager, NDIS ECEI Service

Link Health and Community

I acknowledge and agree that the above position description is an accurate reflection of the
Community Engagement Coordinator

Signed:

Name:

Date:

Link HC is committed to living our organisations values and ensuring a safe environment for our staff, people using our services and people visiting our locations. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander peoples, Culturally and Linguistically Diverse backgrounds and the LGBTIQ community to join our workforce. Link HC will adhere to Equal Employment Opportunity and Gender Equity principles. To this end, Link HC will not discriminate on the basis of age, sex, gender identity, sexual orientation, marital status, disability, physical features, Aboriginal and Torres Strait Islander status, cultural background, country of birth, religious beliefs, political beliefs, carer status, pregnancy or breastfeeding.