



WOMEN ILLAWARRA INC.

POSITION DESCRIPTION

Position title:	Community Development Worker
Hours per week:	28 - 35 hours per week negotiable. People seeking part-time employment are encouraged to apply as job sharing will be considered
Reports to:	Management team
Location:	Wollongong

About us

Women Illawarra has been at the forefront of many campaigns for women's issues. Previously Wollongong Women's Information Service, our organisation was instrumental in the foundation of many women's services in the Illawarra, including women's health, housing and domestic violence services. Since opening our doors in 1979, we have provided continuous support and services to the women of the Illawarra.

The Role

The role of the Community Development Worker is to foster, develop and evaluate leadership, partnerships, initiatives and opportunities within community that engage and empower women, young women and children, improve service offerings, increase service capacity and reach, and build community connections, community engagement, social participation and resilience.

The following Essential Criteria MUST be addressed in your application:

Position Criteria

- Qualification in community, social work, early childhood, psychology or similar or a minimum of two years' community development experience.
- Previous experience in a similar role, or a role working with external partners/stakeholders to achieve shared objectives
- Excellent understanding of, and commitment to, community development theory and practices
- Excellent understanding of risk and safety issues such as drug and alcohol use, domestic violence, mental health issues, and homelessness
- Understanding of the needs of diverse communities such as Aboriginal and Torres Strait Islander, culturally and linguistically diverse (CALD), and LGBTI communities
- Excellent communication including written, verbal, group facilitation and social media skills
- Excellent relationship building skills with the ability to create strong working and problem-solving relationships with different stakeholders

Women Illawarra is an inclusive employer and encourages applications from Aboriginal women and women from diverse cultural backgrounds

The successful applicant will be required to undertake suitability checks and a probationary period.

Being a woman is a genuine occupational qualification under Section 31 of the NSW Anti- Discrimination Act.

To apply for this position please submit the following:

1. Your application addressing the selection criteria
2. Your resume detailing your qualifications and experience for the position
3. The mobile numbers of at least two current employment referees

Applications that do not address the selection criteria will not be considered.

Applications should be submitted via email to wi@womenillawarra.org.au

Please put **Application Community Development Worker** in the subject line.

Applications close 5.00pm Friday 8 October 2021

For further information about this position, please contact us via the Women Illawarra website here:

<https://www.womenillawarra.org.au/contact>

Community Development Worker



Position

This position is within the Targeted Earlier Intervention DCJ funding portfolio.

- This position reports to the Management Team
- This position does not have any direct reports
- This position may have direct reports, positions vary
- This position has the following direct reports:
- This position is a budget holder
- This position is an Aboriginal & Torres Strait Islander identified position
- This position requires a working with children related clearance

Purpose

The purpose of this position is to foster, develop and evaluate leadership, partnerships, initiatives and opportunities within community that engage and empower women, young women and children, improve service offerings, increase service capacity and reach, and build community connections, community engagement, social participation and resilience.

Focus

To achieve this purpose, the position holder would typically

- Develop relevant strategies and activities to gather data and engage stakeholders in understanding community assets, needs and opportunities as it pertains to the role.
- Develop extensive community networks with stakeholders including: community members and groups; other Benevolent Society operated programs; business; government departments and agencies; and other service providers.
- Develop, implement and review strategies and opportunities with the aim of improving service capacity in the local area, in response to key areas of need.
- Develop reports and recommendations for new partnerships, programs and funding arrangements for approval by the Management Team and Board.
- Coordinate and facilitate engagement, consultation, programs and activities that facilitate involvement in community and the service which support empowerment, connection, social participation and resilience.
- Document and create reports using technology and paper based systems in a clear, logical, understandable and timely way and support the appropriate collection and sharing of data across the service.
- Advise the Management Team of any significant changes, concerns, potential conflicts of interest, inappropriate use of funding or potential non compliance or other risks, as soon as possible
- Document work hours, kilometres travelled, reimbursements and other employee records in the timeframes required

Outcomes**When things are going well we would expect to see these outcomes:**

- Community members accessing services that meet their needs
- Communities contributing to conversations and actions about the present and future state of their community
- Service providers collaborating in understanding and responding to community vision, assets and needs
- Community level data collected and contributing to community and system conversations and planning

Relationships**We work collaboratively with others, however this position works closely with:**

Within Women Illawarra:

- Management Team
- Specialist Workers
- Contract workers
- Volunteers and students

Outside Women Illawarra:

- Clients
- Government departments, agencies and other service providers
- Local community groups and businesses

Individual**To achieve the position purpose and outcomes the position holder will need to have:**

- Qualification in community, social work, early childhood, psychology or similar or a minimum of two years' community development experience.
- Previous experience in a similar role, or a role working with external partners/stakeholders to achieve shared objectives
- Excellent understanding of, and commitment to, community development theory and practices
- Excellent understanding of risk and safety issues such as drug and alcohol use, domestic violence, mental health issues, and homelessness
- Understanding of the needs of diverse communities such as Aboriginal and Torres Strait Islander, culturally and linguistically diverse (CALD), and LGBTI communities
- Excellent communication including written, verbal, group facilitation and social media skills
- Excellent relationship building skills with the ability to create strong working and problem-solving relationships with different stakeholders

Travel**This position may require some flexibility in terms of travel or hours of work:**

- Overnight travel/stays may be required
- Some weekend work may be required
- Some evening work may be required
- Travel between office locations/regions may be required
- Travel to consumers (varied locations) may be required
- Use of own registered, insured motor vehicle for business purposes may be required

All of us might need to travel occasionally to attend learning opportunities, meetings or other key events.

Context**Those with knowledge of this position say the things that might make your day are:**

- To see staff build relationships and gain an interest in the community
- To see improved connection and engagement with the community
- To see programs working well
- To see the community come up with ideas and seeing them come to fruition

Those with knowledge of this position say some key challenges you might experience are:

- Managing perceived conflicts of interest, for example, working for an organisation but also being part of the community you serve
- Overcoming community fear and distrust in dealing with agencies

Approvals

Approver Women Illawarra Board Date: 14th September 2021 Position Code CDW001

Review history V1.0

Advertising

This Position Profile is not intended as an exhaustive description of the position, accountabilities or associated duties. Women Illawarra Inc. may alter or adjust this Position Profile at any time.