

Position Description

JOB TITLE	CDAT Community Development Officer
DATE	July 2026
REPORTS TO	Manager, Prevention and Community Development

Primary Purpose of Position: The Community Development Officer (CDO) will support the delivery of Odyssey's prevention and community development activities and programs in NSW, in particular through support of the Community Drug Action Team (CDAT) program.

The CDO will support the CDAT program including through direct support for CDAT groups including through capacity building, being a communication channel between the CDAT and the broader program and sector, stakeholder engagement in local communities, development, delivery and evaluation of CDAT Action Plans and activities.

The CDO will provide comprehensive, timely and accurate information about the activities of their assigned CDAT and the relevant community.

Odyssey House NSW, is a community organisation that works at reducing addiction and its' impact on individuals, families, carers and communities.

Our Vision: A world free of addiction.

Our Purpose: To build safe and healthy communities by reducing the impact of substance use on individuals, families, carers and communities.

Our Values:

Respect We demonstrate consideration and regard for the feelings, beliefs and rights of others.

Integrity We act with honesty and adhere to consistent moral and ethical values and principles through our personal and professional behaviours.

Professionalism We are committed to excellence by maintaining our professional boundaries and fulfilling responsibilities in an accountable, inclusive and objective manner.

Creativity We trust in our limitless potential.

Location: As stated in contract of employment.
This role may require travelling between other Odyssey House NSW sites as required.

Employment Status: Full Time

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POSITION DESCRIPTION	
Key Areas	Key Responsibilities
Program Delivery	• Work closely with assigned CDAT to support their operations and activities. • Attend all regular meetings of assigned CDAT, in person or virtually. • Develop and maintain strong relationships with the chairs and members of assigned CDAT. • Support CDATs to ensure they are compliant with CDAT processes including use of templates and forms. • Support the development, planning, and execution of activities for assigned CDATs, working to ensure proposed activities meet criteria likely to lead to success (i.e., they are evidence based, measurable, and fit with the current regional priorities). • Support assigned CDAT to apply for funding to carry out their activities. • Support assigned CDAT to deliver and report on activities including acquittal of funds • Work with the Program Manager to plan and conduct an annual Regional Forum and to develop a Regional Action Plan as a key deliverable of the forum. • Ensure effective flow off communication from and to CDATs from the broader program
Stakeholder and Community Engagement	• Support the CDAT to enlist new members from among relevant local agencies and the community. • Work collaboratively with communities to identify appropriate auspice bodies to ensure program sustainability and financial compliance. • Engage with community members in prospective new CDAT locations with a view to establishing new CDAT in the region. • Develop and maintain relationships with relevant external stakeholders who can be supportive to individual CDAT or to the overall CDAT Program (e.g., LHD, NSW Police, Local Councils). • Develop strong relationships with local communities, including in areas where CDATs are based and active, including ensuring local knowledge is communicated and disseminated.
Reporting and Data	• Ensure collection and recording of relevant data from assigned CDAT, including performance against KPIs and financial acquittals. • Provide all relevant data as required to the Program Manager. • Promptly report any risks or issues that may impact on the delivery of the program to the Program Manager.
Team Approach	• Work closely with Communications Officer to ensure effective internal and external communication. • Team with other regional CDO to share experiences and resources as well as to stand in for one another when required. • Work within a team approach with CDOs and Managers from other Consortium partners on state-wide initiatives, as required.

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Additional Responsibilities	• Work within the CDAT and Odyssey Prevention Framework. • Undertake additional relevant activities to support the CDAT Program implementation and operations. • Participate in ongoing professional development as required by Program Manager and Odyssey. • Odyssey takes safeguarding children, young people and vulnerable adults seriously, and as an employee, you are required to meet the behaviour standards outlined in our Code of Conduct and Safeguarding Policy for Children and Young People. • Report any concerns of abuse and neglect in alignment with the code of conduct, safeguarding policy for children and young people. • Maintain professional boundaries and client support in challenging and emotionally charged scenarios. • Fulfil other tasks and duties as required.
ESSENTIAL CRITERIA	
Qualifications	• Diploma or higher qualification in a relevant field (e.g. AOD, Community Services, Health Promotion)
Experience	• Experience working with local communities to achieve shared goals. • Experience working with volunteers. • Significant experience managing stakeholders and developing networks. • Experience developing and implementing activities including community-based activities. • Experience working within AOD or another relevant sector. • Demonstrable emotional resilience and maintenance of professional boundaries when managing challenging or unpredictable client situations.
Skills and Knowledge	• Understanding of community development, health promotion and AOD primary and secondary principles and strategies. • Understanding of the principles of evidence-based practice. • Familiarity with the National Drug Strategy harm minimisation approaches (harm, supply and demand reduction). • Computer literacy including understanding of MS Office Suite, videoconferencing and use of Client Management Systems (CMS's) • Demonstrable verbal and written communication skills. • Demonstrable skill and understanding of working independently and showing initiative while operating within structures and guidelines. • The ability to regulate emotions, remain calm and be emotionally resilient while interacting with and supporting clients with high levels of emotion and at time emotionally disturbing conversations.
SPECIAL CONDITIONS	
Other Requirements	• Current NSW Drivers Licence. • Right to live and work in Australia. • National Criminal History Check (> 1 yr old) • Working With Children paid employee Clearance. • COVID Vaccinated

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This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED

CDAT Community Development Officer

Name: _____

Date: _____