

JOB DESCRIPTION	
Title	Community Development Worker
Department	Cocos (Keeling) Islands (CKI)
Responsible to	Team Manager
Location	Cocos (Keeling) Islands
Responsible for (If applicable)	N/A
Overall Purpose/Aim: The Community Development Worker will work collaboratively with young people, families, community members and other stakeholders to strengthen child and family wellbeing, youth participation and community capability on Cocos (Keeling) Islands through a culturally responsive and community-led approach. The role will build trusted relationships, provide practical family support, create meaningful opportunities for young people to connect, contribute and participate and facilitate inclusive community development initiatives.	

Key Responsibilities

Family Support

- Deliver universal prevention and early support parenting education and support activities and programs, including community awareness raising in relation to matters impacting on children and families (eg mental health, disabilities, child wellbeing and safety, social media, financial hardship etc) and group-based programs (e.g. school holiday programs and parenting educational programs), in response to identified family needs.
- Where requested, provide individual psychosocial emotional support (counselling) to children, parents and families, including coordinating multiple services where required, using a trauma-informed, confidential and culturally responsive approach.

Youth Engagement

- Deliver safe and inclusive youth activities, programs and initiatives across multiple modalities, including youth forums, group-based activities, events and outreach, to support engagement, connection and active participation of young people.
- Plan and deliver positive activities and youth development programs that build wellbeing, life skills, leadership skills, social connection and participation.
- Promote and strengthen youth voice by creating opportunities for young people to contribute to decisions, initiatives and community activities.

- Identify and respond to barriers to participation, supporting early engagement of young people who may be disengaged, at risk or less connected.

Community Development

- Building on existing strengths, deliver community engagement and participation initiatives across multiple modalities, including community forums, group-based activities, events and outreach approaches, in response to community priorities and emerging needs.
- Co-design and facilitate community-led development initiatives that strengthen local capability, participation and leadership (including with women and young people).
- Provide resources to support community members proactively lead responses to local issues and stressors, including the social impacts associated with remote living and climate change.

General Accountabilities

- Build and maintain positive working relationships with Cocos (Keeling) Islands community members, and key community leaders and groups, to support meaningful community engagement and participation.
- Build and maintain positive professional working relationships with interagency staff and facilitate collaborative responses to individual and community need.
- Maintain accurate, timely and appropriate records in line with organisational requirements.
- At times the role may deliver services both on-island and remotely, maintaining continuity of support, engagement and program delivery when not physically present on-island.
- Participate in and contribute to a culture of continuous learning and professional development.
- Work flexibly to maximise the effectiveness of on-island engagement and service delivery, including adapting hours and work patterns where required to meet community needs.

Additional Duties

- Working sensitively and respectfully with the Cocos (Keeling) Islands Communities, including maintaining confidentiality for individuals and families.
- Will be expected to demonstrate the Key Assets' purpose and values.
- Undertake relevant training and development and participate in professional supervision.

- Will be supported, if needed, to acquire a minimum standard of I.T. competence to be able to use electronic systems effectively.
- Work in a manner which is inclusive of all employees and stakeholders, which includes people who identify as LGBTQIA+, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds.
- Comply with the no smoking policy in place and ensure that Health and Safety is observed in the course of employment.
- Ensuring compliance with child safeguarding procedures, and keeping Senior Management informed of any child safety concerns or complaint.

Key Assets as a Child Safe Organisation

Key Assets is strongly committed to prioritising child safety and wellbeing, with organisational leadership and governance mechanisms driving the ongoing development and maintenance of a child safe culture, as outlined in the National Principles for Child Safe Organisations. Promoting safety and wellbeing and preventing harm to children and young people is at the centre of our values, thoughts, decisions, and actions. To learn more about the National Principles for Child Safe Organisations, please visit www.humanrights.gov.au/childsafes

Tasks and responsibilities can be unpredictable and varied. All staff are expected to work in a flexible way as needed, and undertake additional duties at times, when required.

PERSON SPECIFICATION Community Development Worker

Note to Applicant: When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post.

Key: Assessed by Application Form: **A**
 Assessed at Interview: **I**
 Assessed by Test/ Exercise (if applicable): **T**
 Assessed by Documentary Evidence: **D**

	Essential/ Desirable	Shortlisted Criteria	A	I	T	D
Education/ Qualifications						
Tertiary qualification in community development, social work/sciences, human services, public health, education or a related field (or equivalent experience)	Essential	✓	✓			✓
Be registered or eligible for registration with recognised body	Desirable		✓			✓
Experience/ Training						
5+ years demonstrated experience working with children, youth, family and community-focused services, including community engagement and community development, ideally within diverse, rural and/or remote communities.	Essential	✓	✓			
Demonstrated experience designing and facilitating individual and group-based programs and engagement initiatives, including parenting, education and participation-focused activities.	Essential	✓		✓		
Ability to design and deliver engaging, inclusive sessions that respond to diverse needs and learning styles.	Essential	✓		✓		
Experience engaging and building relationships with young people, including those who may be disengaged or less connected.	Essential					
Strong capability to build trust and rapport with families and communities, particularly within culturally diverse or close-knit settings.	Essential	✓		✓		
Experience working in culturally responsive and community-led settings, with the ability to adapt approaches to local context and values.	Desirable		✓			

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>I</u>	<u>D</u>
Strong communication skills with the ability to translate evidence-based concepts into practical, accessible guidance.	Essential	✓	✓	✓		
Experience working remotely or across geographically dispersed locations, including maintaining team connection, accountability and practice quality.	Desirable	✓	✓	✓		
Knowledge						
Sound understanding of community development principles, including strengths-based, place-based and community-led approaches.	Essential	✓	✓	✓		
Knowledge of child safeguarding, child protection, mandatory reporting and wellbeing frameworks relevant to working with children, young people and families.	Essential	✓	✓	✓		
Knowledge of community engagement strategies, participation models and co-design approaches.	Essential			✓		
Understanding of systems thinking and how to strengthen connections across communities and services.	Essential					
Understanding of cultural safety, cultural humility and the importance of building trust when working with communities.	Essential			✓		
Knowledge of stakeholder engagement, partnership development and local service system coordination.	Desirable		✓	✓		
Understanding of the social, emotional and wellbeing impacts of stress, uncertainty, isolation and significant community change.	Desirable		✓	✓		
Understanding of governance, quality, risk and compliance requirements in human services or child and family services.	Desirable		✓	✓		
Knowledge of outcome measurement, service monitoring, data collection and evaluation processes in a community services context.	Desirable		✓	✓		
Personal Qualities						
Highly developed interpersonal and communication skills, including the ability to build trust with community members and stakeholders.	Essential	✓	✓	✓		
Ability to work sensitively and effectively across cultures, recognising language, cultural and community dynamics.	Essential			✓		
Understanding of Cocos-Malay (or similar) culture and language	Desirable					

	Essential/ Desirable	Shortlisted Criteria	A	I	T	D
Ability to effectively lead, motivate and support a small team in a respectful, inclusive and strengths-based manner.	Essential		✓	✓		
Commitment to either live on CKI or (less preferred) fly-in-fly-out regularly – which would also involve providing services remotely.	Essential	✓				
Sound judgement and decision-making skills, including the ability to work under minimal supervision, identify risk and seek guidance when required.	Essential	✓	✓	✓		
Strong organisational and coordination skills, with the ability to balance varied operational priorities.,	Essential	✓	✓	✓		
Ability to work flexibly and adaptively within a pilot program environment where needs, priorities and approaches may evolve over time.	Essential	✓				
To be able to evidence an understanding of the use of IT and Electronic communications including Microsoft Office Applications; Word, Excel, Access, Visio and email	Essential		✓	✓		
Resilience, patience and emotional maturity when working in complex, sensitive or uncertain environments.	Essential		✓	✓		
Ability to work as part of a multi-disciplinary team	Essential			✓		
Reliability, flexibility and dependability	Essential			✓		
Ability to create a positive working environment where people have the opportunity to reach their potential	Essential			✓		
Ability to maintain confidentiality	Essential			✓		
Commitment to child safety, inclusion, equity and high-quality community-based practice.	Essential	✓	✓	✓		
Ability & willingness to work and travel extensively nationally and work with others in remote locations. Including residing away from home.	Essential		✓	✓		
Miscellaneous						
A commitment to Equal Opportunities in all work practices	Essential		✓	✓		
A commitment to diversity and social inclusion which includes Aboriginal and Torres Strait Islander's, people who identify as LGBTIQ+, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds	Essential		✓	✓		
A commitment to providing a professional and quality service	Essential		✓	✓		

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>I</u>	<u>D</u>
• Ability and willingness to work safely	Essential			✓		
• Ability and willingness to work flexibly including, early morning and evening work as necessary to accommodate time zones	Essential			✓		
• Must possess a full clean open driving licence	Essential	✓	✓			✓
• To be confident dealing with people in sometimes stressful/ difficult situations or remotely	Essential			✓		
• Willingness to undertake a Criminal Records check & successfully make application for a WA working with children's check	Essential			✓		
• Be prepared to seek advice where necessary	Essential			✓		

Key Assets makes use of the National Federal Police Criminal Records and local State and Territory Working with Children checking services, which facilitates the checking of individuals' criminal records by employers where such individuals are to occupy 'positions of trust'. You may be required to consent to and apply for disclosures at regular intervals during your employment in this post and any offer of employment is provisional and conditional on the satisfactory outcome of the check. This is because this role involves access to sensitive data.

Signed by Job Holder:	
Date:	
Signed by Line Manager:	
Date:	