

Position Title	Child and Family Community Development Officer	
Status	Part time	Fixed term
Salary	SCHADS Award 2010	Level 4
Hours	18 hours across 3 days depending on programs	
Accountability	MOCS Organisational Leader and Management Committee	

Purpose

Provide a flexible, responsive and innovative community development program to children, young people and families in the Blue Mountains and work collaboratively with other services to develop and implement programs/activities/events, learning opportunities and support groups for children and families throughout the Blue Mountains. The role supports community members to build knowledge, skills, experience, confidence, wellbeing, social inclusion, participation and individual capacity, and assists community members to locate and engage with appropriate support services.

Responsibilities to Mountains Outreach Community Service

- Work within the organisations Code of Ethics and Conduct
- Work within the policies and procedures of MOCS
- Participate in MOCS team activities including supervision/planning/team meetings as appropriate, staff appraisal and professional development.
- Planning and working in consultation and partnership with other MOCS workers and sector colleagues.
- Participate in the collection of data and accountability measures for funding purposes and for reports to the Management Committee.
- Ensure funded activities are delivered in accordance with relevant MOCS funding agreements, program specifications, service models and reporting requirements.
- Maintain accurate and timely client, activity, referral, outcome and program records required for monitoring, evaluation, reporting and acquittal purposes.
- Comply with employee obligations to the Work Health Safety Act in taking reasonable care to protect the health and safety of yourself and other people in the organisation.
- Present accurate time/travel sheets fortnightly by the designated time and complete other administrative documentation as required.

Principal Duties

- To identify the needs and priorities of Blue Mountains children (aged 0 to 14) and families.
- To work collaboratively to provide a range of responsive, innovative and flexible programs/activities/one-off events and support groups, for children and families, using a strength-based approach and trauma informed framework. This includes providing leadership and strategic management of these programs and activities.
- To work collaboratively with colleagues, services and groups to provide a range of opportunities for children and families to connect with each other, be linked with appropriate services and community supports, and informal social networks using means appropriate to the target group, including social media.
- To develop and facilitate educational and developmental programs for parents/carers/kin and support MOCS community education programs.
- Build and maintain strong relationships with the community, provide information and advice, and facilitate appropriate referrals and supported connections to available services.
- To advocate for social justice with and on behalf of identified local communities.
- To provide support to relevant local community development programs/activities/events.
- To promote, monitor and evaluate these community programs/activities/one-off events and support groups in collaboration with relevant colleagues, MOCS Organisational Leader and relevant stakeholders.
- To network with relevant children, youth and family services to facilitate information sharing and service development including participation in interagency working groups.
- To support and resource MOCS children and family programs to encourage collaborative practice and compliance with Child Protection Legislation.
- To Prioritise child safety and wellbeing above all else.

Position Deliverables (dependant on funding and/or Community support needs)

- Consult, co-design, plan, develop, facilitate and evaluate peer support groups, face-to-face and/or online, responsive to community need, including groups for young parents, parents of children aged 0-12 months, parents navigating divorce or separation, and women who have experienced family violence where funded and appropriate (Lead).

- Plan, develop and deliver multi-platform community learning opportunities that build community knowledge, skills, experience, confidence, wellbeing, social inclusion, participation and individual capacity (Lead).
- Provide information, advice and referral support by phone, email, face-to-face and through attendance at MOCS programs and activities, and support community members to engage with appropriate services (Lead).
- Represent MOCS on organising committees like Coalition Against Violence and Abuse (CAVA) (Lead).
- Perform the child safety officer role at MOCS (Shared with organisational leader)
- Support MOCS' Crafternoon program, a weekly creative after-school drop-in for neurodivergent 10–14-year-olds in Springwood (Shared).
- Develop and deliver education and skills programs responding to local community needs (Shared).
- Develop and facilitate school holiday and community activities (Shared).
- Work with local schools and other services to identify areas of need such as respectful relationships programs like Love Bites (Shared.)
- Contribute to MOCS and sector policy development in areas impacting children and families (Shared)
- Seek funding to support existing projects and to develop new ones (Shared).
- Document and report all programming, participation, referrals, outcomes and evaluation data using MOCS' CRM, DCJ's reporting portal, DEX and any other relevant reporting or acquittal requirements, ensuring records are accurate, complete and submitted within required timeframes (Individual).
- Contribute to program monitoring, evaluation and continuous improvement, including reviewing community feedback, participation and outcome data to inform future service planning.

Essential Criteria

1. Qualifications or relevant experience in community services, social work, education, social sciences or equivalent
2. Understanding and commitment to Social Justice principles, trauma-informed and strength-based practice
3. Knowledge of Child Protection legislation and the demonstrated ability to implement this within the workplace
4. Proven ability to provide age-appropriate activities for children and young people 0-14 years and to work with children within a family context

5. Demonstrated project management skills and experience including strategic planning, time management & evaluation
6. Demonstrated networking skills including experience engaging local community and other stakeholders
7. Demonstrated ability to act with initiative and self-direction
8. Demonstrated excellent interpersonal and communication skills and relationship building skills with the community
9. Demonstrated ability to work as part of a team and within a collaborative framework
10. Demonstrated computer skills specifically with MS Office 365
11. Demonstrated networking, lobbying & advocacy skills
12. Understanding of employee obligations under the Work Health Safety Act and holding of a current Working with Children Check
13. Own a comprehensively insured vehicle and hold current licence that can be used for work
14. Experience in delivering peer-to-peer support programs

Desirable Criteria

1. Experience working in the non-for-profit sector.
2. Understanding of issues impacting children (aged 0-14) and families within the Blue Mountains
3. Knowledge of issues faced by neurodivergent children (0-14 years)
4. Knowledge of local Family, Children/Youth and Community Service sector
5. Experience in delivering Peer-to-Peer Support Groups

Employee Signature:

Date: