



SELECTION CRITERIA

Position Title	Health and Wellbeing Project Officer
Reporting To	Health and Wellbeing Programs Manager

KEY COMPETENCIES

Qualifications, Knowledge and Experience

Essential

- Aboriginality*
- A sound knowledge of Aboriginal/ Torres Strait Islander communities and relevant organisations within Shoalhaven, Illawarra and South/ Far South Coast regions and a demonstrated understanding of health and wellbeing issues affecting Aboriginal and Torres Strait Islander people
- Excellent interpersonal skills with the ability to work with a broad range of people from a variety of backgrounds and experiences as well as highly developed verbal and written communication
- Demonstrated experience in the delivery of casework, case management and counselling services including relevant tertiary qualifications in community services relating to; Alcohol and other drug work, mental health and or social emotional wellbeing
- Ability to develop, implement and evaluate health related programs and community development strategies
- Computer proficiency and the ability to use basic computer programs and client information and data management systems, including the capacity to write reports, collect statistics and data, and develop presentations and promotional materials
- Knowledge and commitment to principles and practices of Workplace Health & Safety and Equal Employment Opportunity and how they apply in the workplace
- Clear National Police History Check, Working with Children Check and Working with Vulnerable People Registration
- NSW Driver's License and willingness to travel overnight in regional and interstate areas if required

Desirable

- Certificate IV in Community Services (Alcohol & other Drugs, Mental health) or related field, or equivalent experience in related area of work

PERSONAL QUALITIES AND ATTRIBUTES

- Demonstrates flexibility and initiative in the work place
- Effective conflict resolution skills, negotiation, mediation and decision-making skills
- Effective time management skills and ability to work to strict deadlines

**Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.*