



SELECTION CRITERIA

Position Title	Strong Foundations 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 within Shoalhaven/ South Coast region and a sound understanding of the health impacts, and social emotional wellbeing needs of Aboriginal and Torres Strait Islander people
- Demonstrated experience in project management, including the ability facilitate groups, organise events, and evaluate health related programs and community development strategies
- Effective verbal and written communication skills with demonstrated ability to establish and maintain community, government and non-government partnerships
- Computer proficiency and the ability to use common computer programs, including the capacity to write reports, collect statistical data, develop presentations, and promotional materials
- Clear Working with Children, Criminal Record Check and Working with Vulnerable People Check
- Current Drivers Licence and willingness to travel

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
- 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
- Effective time management skills and the ability to work to strict deadlines
- Effective conflict resolution skills, negotiation, mediation and decision-making skills

**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.*