



SELECTION CRITERIA

Position Title	Community Support Officer
Reporting To	Team Leader – CSS

KEY COMPETENCIES

Qualifications, Knowledge and Experience

Essential

- Minimum Certificate III qualification in Social Work / Welfare / Community Services / Disability Services or related fields or equivalent experience in a relevant sector
- Demonstrated ability in working with Aboriginal people, their communities and organisations
- The ability to develop and maintain effective working relationships with stakeholders, other agencies and service providers.
- Demonstrated computers skills, including the use of all Microsoft Office applications
- Proficiency in report writing and demonstrated ability to develop, organise and maintain records and reports in a timely manner
- Ability to work autonomously under limited supervision, exercising sound professional judgement and seeking advice and consultation when appropriate as well as working as part of a wider team
- Personal organisation skills including time management and ability to prioritise competing demands
- Understanding of the importance of handling sensitive and confidential client or service information
- Clear Working with Children Check, Working with Vulnerable People Registration and National Police History Check.
- First Aid Certificate or willing to obtain
- Full, valid Driver's Licence and willingness to transport clients, and travel overnight in regional and interstate areas if required

Desirable

- Aboriginality*

PERSONAL QUALITIES AND ATTRIBUTES

- Effective conflict resolution skills, negotiation, mediation and decision making skills
- Demonstrates initiative and an ability to problem solve
- Good literacy skills
- Effective communication skills including written and verbal communication with the ability to exercise these skills with people at all levels

**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.*