



POSITION DESCRIPTION

Position Title	Aboriginal Child Mentor and Community Engagement Officer
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PURPOSE OF THE POSITION

The Community Engagement Officer will provide support to the Aboriginal Community as part of the Aboriginal Child Mentoring Program. The primary role of the position is to establish strong relationships and maintain positive and supportive engagement with community members whilst providing mentoring.

In this role you will deliver components of the program leading to increased community wellbeing, strong cultural identity among children and increased attendance in schooling and education. The program will include, but not limited to, the provision of healing circles, parenting programs, school holiday programs, and cultural activities.

KEY RESPONSIBILITIES & DUTIES

- Engage with the Aboriginal community including establishing working relationships with community members, the lands council and existing service providers
- Collaborate with existing services to establish and support the ongoing delivery of a healing circles for mothers, grandmothers and elders
- Development and facilitation of a community consultation group and a community homework centre
- Engage with the community to access and participate in school holiday programs and parenting programs that compliment outcomes of the Aboriginal Child Mentoring Program
- Delivery and coordination of cultural activities to support cultural identity and strength
- Undertake a variety of administrative duties including correspondence, database management and record keeping
- Develop and review session plans based on feedback and evaluations
- Develop disseminate resources which promote wellbeing
- Comply with privacy and confidentiality requirements and mandatory reporting
- Participate in team, section, all of staff meetings and provide reports as and when required
- Comply with SCMSAC Policy and Procedures regarding WH&S, EEO, and confidentiality ensuring that services are ethical, safe and comply with all legal requirements
- Participate in the development, implementation and maintenance of ongoing quality assurance activities
- Comply with all SCMSAC Policies and Procedures
- Other duties as reasonably directed by the CEO or delegate

KEY PERFORMANCE AREAS

- Program Delivery
- Reporting and Record Keeping
- Stakeholder Engagement and Collaboration
- Continuous Quality Improvement, Risk Assessment & WHS

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 ability to be sensitive and have awareness to the community and the cultural protocols
- Understanding of clients confidentiality
- Demonstrated conflict resolution skills, negotiation, and liaison and communication skills
- Demonstrated experience in project work, including the ability facilitate groups, organise events, and support community development strategies
- Excellent written and oral communication skills including the ability to manage time effectively and efficiently using personal and technical skills, including establishing priorities and meeting deadlines
- 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
- 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 Check, Criminal Record Check and Working with Vulnerable People Check
- Current Drivers Licence and willingness to travel

Desirable

- Tertiary qualifications and / or a minimum of 2 years' experience in the areas of education, welfare, community services, or related area and the willingness to undertake further training and development
- Knowledge and awareness of local history and Aboriginal culture including the ability to share, learn and be sensitive to Aboriginal cultural diversities
- A sound knowledge of Aboriginal/ Torres Strait Islander communities and organisations within the region

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

RELATIONSHIPS

With	Purpose
CEO	The CEO may make day-to-day requests for support and information from the Community Engagement Officer relating to the Wellbeing Services programs.
Executive Officer - Wellbeing	The Community Engagement Officer may receive guidance and direction from the Executive Officer.
Team Leader - Wellbeing Programs	The Team Leader - Wellbeing Programs is the first point of contact for the overall direction of work, and provides support to the Community Engagement Officer.
Employees, Team Leaders and Managers	The Community Engagement Officer will also develop and maintain effective working relationships with Managers, Team Leaders and Employees to collaborate on matters, exchange information and provide advice and feedback.
External Stakeholders	The Community Engagement Officer will develop and maintain strong links with external stakeholders including but not limited to funding bodies, government departments, service providers and Aboriginal communities in the Shoalhaven region.

EMPLOYEE'S ACKNOWLEDGEMENT AND ACCEPTANCE OF POSITION DESCRIPTION

I have read and confirm my understanding of the above position description that will apply to my employment with South Coast Medical Service Aboriginal Corporation.

Employee signature

Date

Signed and approved on behalf of SCMSAC

Date

*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.