



POSITION DESCRIPTION

Position Title	Strong Foundations Project Officer
Reporting to	Team Leader – Wellbeing Programs
Liases with internally	All staff
Liases with externally	Government and non-government Agents, clients, Education department, Community.
Purpose of the position	<p>The Strong Foundations Project Officer will be required to work as part of a multi-disciplinary Wellbeing Team and will be responsible for the delivery and evaluation of the Strong Foundations Wellbeing Program.</p> <p>The project officer will be required to deliver a school-based program (“Be You” framework/ Cultural inclusive practices) to promote wellbeing, resilience, and identity among Aboriginal Children from ages 7-13yrs. The program is complimentary to individual/family counseling and targeted community suicide prevention awareness programs.</p>
Selection Criteria	<p>Essential Criteria</p> <ul style="list-style-type: none"> • 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. • Demonstrated computer proficiency, including the use of all Microsoft Office applications, the capacity to write reports, collect statistical data, develop presentations, and promotional materials. • Demonstrates flexibility and initiative in the workplace. • 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.

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	<ul style="list-style-type: none"> • Current Working with Children, National Police Check and Working with Vulnerable People Check. • Current Drivers Licence and willingness to travel. • Being vaccinated against Covid-19 is an inherent requirement of this role, to ensure that SCMSAC fulfils its WHS obligations. The incumbent must remain up to date with current ATAGI (Australian Technical Advisory Group on Immunisation) national advice regarding vaccines and booster shots. <p>Desirable Criteria</p> <ul style="list-style-type: none"> • Certificate IV in Community Services (Alcohol and other Drugs, Mental health) or related field, or equivalent experience in related area of work.
Behaviours Required	<ol style="list-style-type: none"> 1 Innovative and strategic thinking 2 Client focused 3 Solutions driven 4 Honesty and Integrity 5 Self-motivated
Organisational Values	<ol style="list-style-type: none"> 1 Deliver excellence through quality service provision, collaboration and measuring outcomes. 2 Be passionate, caring and respectful in everything that we do. 3 Be a socially responsible, culturally supportive presence in each of our communities. 4 Be creative and flexible in our responses to community needs, listen and learn so that we can do things better. 5 Deliver quality evidence-based services with financial integrity to achieve sustainability and measurable outcomes. 6 Contribute to shared learning through research and partnerships.
Key Performance Indicators	<p>Day to Day / General</p> <ul style="list-style-type: none"> • Program evaluation feedback forms completed for all group sessions with group participants. • Plan, deliver and evaluate the Strong Foundations Program in all participating schools each week. • Complete Activity/Group reporting requirements within 24 hours of program conclusion onto the database. • Ensure the school meetings are attended at the beginning and end of each school term. • Stakeholder feedback forms collected at the end of each term. • Plan, deliver and evaluate school holiday program every school holidays to target group, minimum four annually.

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	<ul style="list-style-type: none"> • Plan, deliver and evaluate Wellbeing after school program each week. • Assist in the preparation of half yearly reporting requirements. • Attend relevant meetings. Be punctual, prepared, and ready to participate. • Actively participate in monthly documented support and supervision sessions. • Participate in relevant annual performance reviews. • Other duties as reasonably directed by the CEO or delegate. <p>Communication and Collaboration</p> <ul style="list-style-type: none"> • Maintain client confidentiality. • Communicate in a professional and respectful manner. • Report matters in line with SCMSAC's Notifiable Events Policy. • Participate in decision-making and joint problem solving. • Build positive partnerships, both internally and externally <p>Information Technology</p> <ul style="list-style-type: none"> • Utilise IT Systems and equipment in line with SCMSAC policy and procedure. • Collect and analyse data, specific to your role. <p>Continuous Quality Improvement</p> <ul style="list-style-type: none"> • Actively participate in organisational continuous quality improvement initiatives. • Actively participate in the implementation of outcomes from program quality audits. • Ensure that you are familiar with agency and program accreditations and your obligation to uphold these in your day to day role. <p>Child Safety</p> <ul style="list-style-type: none"> • Adhere to mandatory reporting requirements in line with SCMSAC Child Protection and Child Safety Policy and Procedure. • Complete centralised mandatory ROSH reporting process in line with SCMSAC Child Protection and Child Safety Policy and Procedure. <p>Workplace Health and Safety</p> <ul style="list-style-type: none"> • Adhere to WHS obligations as outlined in our WHS Policies/Procedures. • Comply with relevant PPE requirements for your role. • Report all incidents, hazards and risks in line with SCMSAC Policy and Procedure.

**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.*

Employee Acceptance

I, _____, accept this description is an accurate statement of the duties, responsibilities and other requirements of the job. I have read and understood this document and agree to undertake the duties and responsibilities as listed.

_____	_____	_____
Name/Role	Signature	Date
_____	_____	_____
Name/Role	Signature	Date