



POSITION DESCRIPTION

Position Title	Strong Foundations Project Officer
Reporting to	Team Leader – Wellbeing Programs
Liaises with internally	All staff
Liaises with externally	Government and non-government Agents, clients, Education department, Community.
Purpose of the position	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. 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.
Selection Criteria	Essential Criteria • 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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	• Current Working with Children, National Police Check and Working with Vulnerable People Check. • Current Drivers Licence and willingness to travel. Desirable Criteria • Certificate IV in Community Services (Alcohol and other Drugs, Mental health) or related field, or equivalent experience in related area of work.
Behaviours Required	1 Innovative and strategic thinking 2 Client focused 3 Solutions driven 4 Honesty and Integrity 5 Self-motivated
Organisational Values	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	Day to Day / General • 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. • 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.

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	- 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. Communication and Collaboration - 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 Information Technology - Utilise IT Systems and equipment in line with SCMSAC policy and procedure. - Collect and analyse data, specific to your role. Continuous Quality Improvement - 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. Child Safety - 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. Workplace Health and Safety - 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	Click to enter date Date
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