

COMMUNITY DEVELOPMENT WORKER

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POSITION DESCRIPTION

Title:

Community Development Worker (CDW)

Project:

Zillmere-Taigum Community/Childcare Links and Support Project (CLASP)

Funded by:

Department of Families Childcare and Family Support Hubs Strategy (recurrent).

Salary and Conditions:

Social and Community Services Award conditions at Level 5 – 6 (\$37,000 - \$45,000) negotiable, depending on qualifications and experience, with optional salary packaging of up to \$15,000. Mobile phone provided.

Hours:

Permanent position 38 hours/week. Hours will be highly flexible (using TOIL) and will include occasional evening and weekend work.

Qualifications:

Undergraduate degree in Social Work, Human Services or similar, with training and experience that includes community development. Applicants with post-graduate CD training will be well regarded in the context of negotiating for the SACS 6 level of salary.

Responsible to:

This position is responsible to the Management Committee of Jabiru Community Youth and Children's Services through it's Director.

Supported by:

Internal professional supervision is provided by the Director. Clerical and administrative support is available through the Administrative Services Coordinator. A local Reference Group has been established to assist the project.

Based at:

The CDW will be a highly mobile fieldwork position, but will be based at Jabiru's office at the Community Annexe, Bracken St. Bracken Ridge.

Project Description:

During 2000, Jabiru working with two primary schools in Zillmere and Taigum, Brisbane City Council and the Department of Families, and a number of local agencies, identified a range of issues in the community that are impacting on children and families. These included high levels of unemployment and low levels of literacy amongst parents, a high turnover of families in the schools leading to an unstable community, a high level of indigenous children in schools, and poor nutrition for some children attending school.

CLASP is a collaborative project which combines the development of new ways of linking school age care services, and community partnership, with capacity building for the purpose of reducing harm and improving life chances for, children, parents, and families in Zillmere and Taigum. It involves developing grass-roots actions

strengthened by community, government and business sector partnerships for innovative responses to locally identified need.

The worker may also address issues such as positive parenting messages and strategies, protective behaviours for children, building self esteem for both children and parents, and seeking ways to make school age and other child care services at both locations more responsive to the actual needs of local families.

The CDW will also participate in ongoing action research to clarify and document the processes and outcomes of the project.

Tasks:

Tasks associated with the position will include, but are not limited to:

- ❖ Meeting, forming relationships, and establishing mutual work with: Education Queensland staff including school principals; other community agencies; local state and federal government; child care staff; parents, and children who attend the schools.
- ❖ Working with stakeholders to understand local needs and to respond to those needs which impact on life outcomes for children and parents.
- ❖ Facilitating social contact, mutual self-help and support groups with parents, children and others.
- ❖ Working with stakeholders to design innovative responses to local issues of concern through community development, community education, service development, and advocacy.
- ❖ Writing reports to funding agencies and Jabiru Management.
- ❖ Applications for additional funding.
- ❖ Establishing innovative partnerships with other agencies, government, and businesses.
- ❖ Participating in relevant community and professional networks.
- ❖ Assisting with research, evaluation and documentation.
- ❖ Project management.

Applicants with Direct OR Related Experience are Encouraged:

The focus of the KSCs is community development work in the context of early intervention and prevention with children, families, staff and other stakeholder agencies within the primary school and school-age child care context. Applicants who can show that they have applied skills and gained experience in other contexts are encouraged to show how they envisage their skills and experience being used in the context of this project. Skills and experience in community development form the mandatory core of the position, but workers may have additional skills or experience in social work, psychology, teaching, nursing, recreation or other human services fields.

Although direct skills and experience in the specific context of the project is desirable, applicants who demonstrate how they would apply previous skills and experience from other contexts in the context of this project, will not be at a disadvantage.

Key Selection Criteria:

In setting out your response to the KSC please:

- ❖ use a word processor in 11 or 12 point font and single line spacing,
- ❖ print your application single sided,
- ❖ do not bind or staple it, so that it is easier for us to make copies,
- ❖ for safety and ease of use, place your name and a page number on each page,
- ❖ respond in not more than 200 words for each criteria,
- ❖ in addition to writing in continuous text, it may help you to use dot points, tables or diagrams.

KSC 1:

Provide evidence of your professional framework, skills and previous experience in community development.

KSC 2:

Provide evidence of your comprehensive understanding of theory and practice relevant to primary prevention and early intervention work with children and families.

KSC 3:

Provide evidence that you currently have, or could quickly attain, a highly developed understanding of and capacity to interact with, the systems and policies that impact on primary school children, especially school systems, and child care programs.

KSC 4:

Provide evidence of your excellent written and interpersonal communication skills, and how you have used these/ or would intend to use them, in the context of community development and/ or early intervention and primary prevention work.

KSC 5:

Provide evidence of your ability to think and act creatively and laterally in facilitating and implementing community development strategies.

KSC 6:

Provide evidence of your ability to manage projects within time-frames and budgets.

OTHER DESIREABLE SKILLS AND ATTRIBUTES:

Briefly in your application, indicate whether you have the following:

- ❖ Proficient in using the following Microsoft Office Programs or other similar software: *Word* (writing documents), *Outlook* (Email), *Explorer* (Internet) and *Publisher* (desktop publishing).
- ❖ It would also be helpful if applicants had a degree of proficiency in other Microsoft Office programs such as *Excel* and *PowerPoint* (or similar).
- ❖ Reliable vehicle and current driver's licence.
- ❖ Sense of humour and ability to engage with a work team that also includes child care, youthwork and administration staff.

IN YOUR APPLICATION, PLEASE ALSO INCLUDE:

- ❖ Curriculum Vitae
- ❖ Names and contact details of two recent referees who can attest to your ability in the KSC areas.
- ❖ Phone and (where possible) email contact details.
- ❖ A copy of a piece of written work that you believe indicates your ability and style. To preserve the rights of applicants these will not be copied and will be returned to applicants at the interview.

Closing Date:

Written applications with the required attachments must be received at the Jabiru Office by 5.00 pm Monday July 9.

Applications received after that date, including those bearing the postmark for that date, may only be considered at the absolute discretion of the interview panel. Applications will not be accepted by facsimile or email.

Contacting Jabiru:

Mail applications to:

*Jabiru Community Youth and Children's Services
Community Annexe
Bracken St
BRACKEN RIDGE 4017*

If you require clarification of anything in this position description please contact:

Ken Morris (Director)
Phone: 3269 0044
Email: ken@jabiru.org.au