

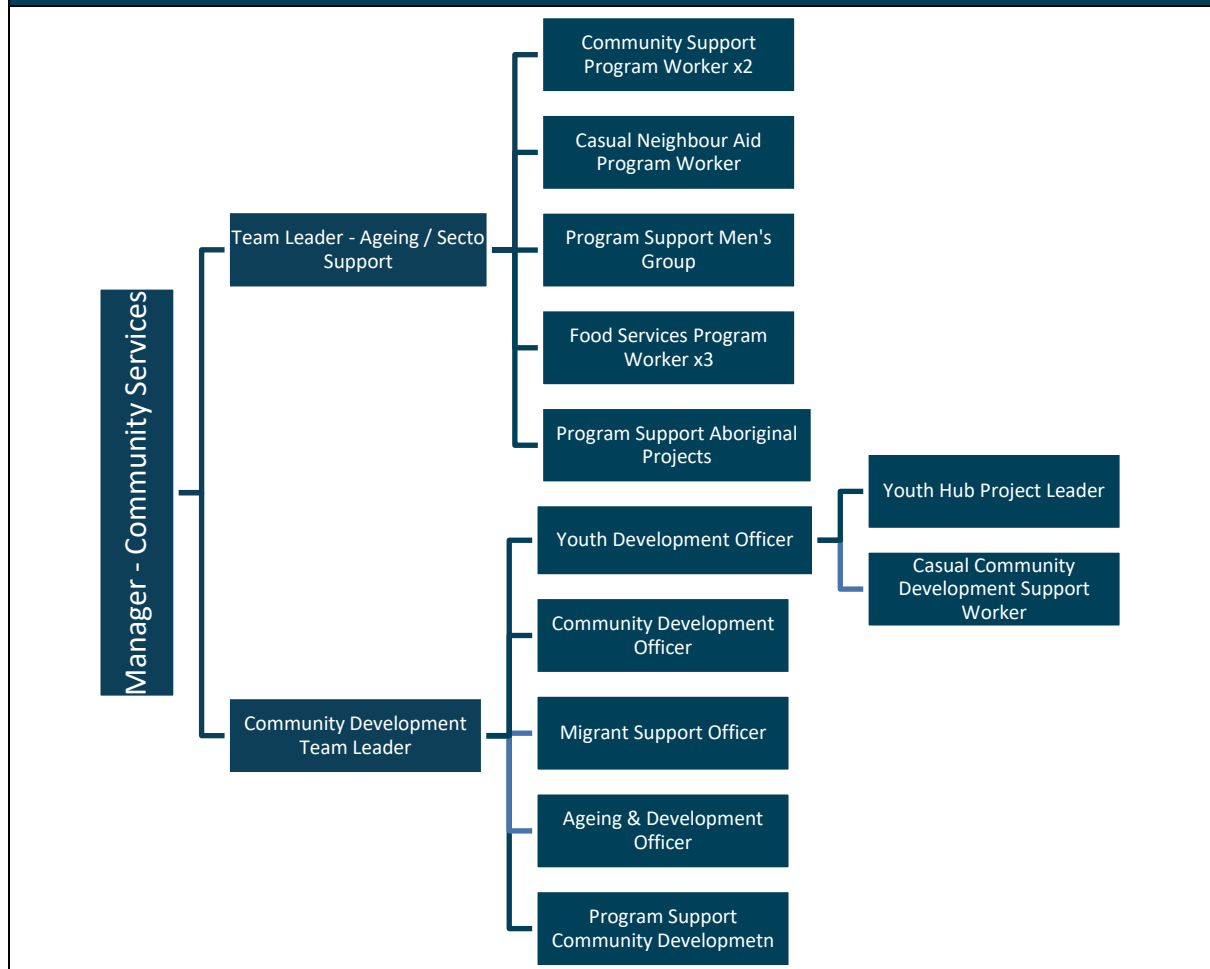
Position Title:	Casual Community Development and Support Worker
Position Number:	Various Casual Positions
Division:	Community Recreational and Cultural Services
Section:	Community Services
Grade:	1
Delegations:	Nil
Position FTE Hours:	38

Primary Purpose

To effectively assist the Community Development and Support Teams in the delivery of various projects, programs, activities and events in such areas as:

- Community Development (including Aboriginal Community Development)
- Food Services
- Social Support
- Youth Services
- Migrant Support

Sectional Structure



Selection Criteria

Qualifications/Licences

- Current Class C Drivers Licence
- Satisfactory Criminal Record Check

Dependent on the work being undertaken the following may apply:

- Aboriginality (Aboriginality is a genuine occupational qualification and is authorised under Section 14 of the Anti-Discrimination Act of 1977)
- Current NSW Working with Children Clearance

Skills and Experience

- Previous experience in a similar role including experience in assisting with the delivery of community events, programs, activities and projects
- Demonstrated experience building rapport and working with target groups including older people, people with disability & their carers, young people, people from culturally and linguistically diverse backgrounds and the Aboriginal community.
- Demonstrated commitment to the welfare and empowerment of diverse target groups
- Demonstrated knowledge and understanding of the issues facing diverse target groups
- Sound communication skills (both verbal and written) including the ability to communicate effectively with people from diverse backgrounds
- Knowledge of relevant computer applications including Microsoft Office
- Demonstrated ability to work and contribute as part of a team
- Proven ability to work with minimal supervision
- Demonstrated ability to model Council's values and desired behaviours

Key Accountabilities/Duties

- Assist with various community development projects including:
 - a. Assisting with planned youth activities including organising and setting up materials, participating in the activities, communicating effectively with young people and liaising with relevant service providers.
 - b. Assisting with the delivery of Community Development initiatives and approved programs, activities and events (including those targeted to Aboriginal community) by providing practical assistance, support and supervision as required
 - c. Assisting with the coordination and delivery of a range of Neighbour Aid services including transport, outings and social support activities, liaising with volunteers to address the needs of older people and people with disability and their carers
 - d. Supporting the provision of a range of Food Services activities, including packing and delivering meals and general administrative duties and liaising with volunteers to assist older people, younger people with disability and their carers to remain living independently in the community
 - e. Assisting with the provision of information, referral and support to

families from a migrant and refugee background living in Orange and surrounds, and also assisting with the volunteer recruitment and support for the Mentor Connections program.

- Assist in maintaining statistical records and undertake general administrative duties as required
- Maintain the confidentiality of all clients and ensure records are secured in line with the policies and procedures of Council and various funding bodies
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct. Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return-to-Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety

Management Policy (OP 84)

General

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| <ul style="list-style-type: none"> The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Local Government (State) Award conditions apply to all entitlements. The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review. Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position. |
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I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Name of Employee	
Signature of Employee	
Date	