



Position Description	Community Activities Assistant
Reporting To	Community Services Manager
Directly Supervising	Community Volunteers

THE SCOPE AND PURPOSE OF THE POSITION:

To assist in the facilitation of CareWays community programs and contribute to the development of programs, activities, information and referral to target groups, families and general community, ensuring they are in accordance with the philosophy, objectives, mission and values of CareWays.

KEY RESPONSIBILITIES:

- Assist in the facilitation and running of Community Support activities and events in line with contract outcomes
- Provide accurate information, referral and advocacy
- Keep information sources up to date and current
- Ensure confidentiality is always maintained
- Assist in the promotion and advertising of the service through all forms of the media
- Provide input into operational plans
- Assist in the regular evaluation of all programs with up-to-date collection of stats and reports
- Assist in the development of proposals and reports and provide relevant feedback to the Community Support Team to address the needs of target groups and community
- Minute taking at internal and external meetings
- Understand and follow safe practices in relation to Work, Health and Safety Guidelines
- Carry out other duties in line with the philosophy and objectives of the organisation and as directed by supervisors and managers

SELECTION CRITERIA

Essential

- Tertiary Qualifications at Certificate level in Social/Community Services
- Current full drivers' licence
- Working with children's check

Skill Requirements

- Demonstrated skills in Community Development
- Exceptional written and verbal skills
- Good negotiation skills
- Computer literate in all MS Office Suites

Experience Requirements

- Experience in Community Centre direct service delivery
- Experience in running programs and events
- Ability to work as a sole worker and as part of a team
- Demonstrated experience in data collection, program evaluation and report writing

Knowledge Requirements

- Empathic understanding of consumer target groups, including Indigenous and cultural groups
- Knowledge of relevant resources in the community
- Commitment to Principles of social justice, accountability, and transparency
- Results Based Accountability Frameworks
- Good understanding of WHS protocols and risk assessment

Equipment Requirements

- A reliable vehicle
- Smart Phone

Desirable Criteria

- Current First Aid Certificate

EXPECTATIONS

- To display informed affinity with the vision, values, and mission of CareWays Community
- Ability to maintain boundaries, work legally, ethically, and professionally
- Actively engage in regular Supervision
- Follow all organisational policies and procedures, and abide by all legislation, including, but not limited to Child Protection, Work Health and Safety, Privacy and Confidentiality and Code of Ethics and Conduct.

Additional Information

CareWays has a smoke free environment policy for all property and motor vehicles.

Name:	Name:
Signed by Employee:	Signed by Supervisor:
Date:	Date: