



Pine Rivers Neighbourhood Centre
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APPLICATION PACKAGE – COMMUNITY DEVELOPMENT WORKER – PART TIME

Applications are open for the position of Community Development Worker at Encircle Ltd. This is a part time position for 30 hours per week, based at the Pine Rivers Neighbourhood Centre in Lawnton.

Encircle Ltd is a not for profit community owned and operated organisation for individuals and families in the greater North Brisbane area. At a variety of locations, Encircle Ltd identifies and responds to local community needs and offers a flexible range of support services, activities and opportunities within a safe and welcoming environment. Encircle Ltd is focused on early intervention and prevention, and encourages community participation with a strong volunteering philosophy. Encircle Ltd has a staff team of more than 50 paid employees and 250 volunteers.

The community Development Worker will:

- Utilise a community development approach to engage with and respond to community needs at Encircle Pine Rivers Neighbourhood Centre.
- Coordinate and organise training and supervision for volunteers

This position requires a background in Community Development and requires experience in supporting volunteers, evidenced based practice and research skills in identifying and responding to emerging community needs.

The Community Development Worker will report to the Corporate Services Manager. We are looking for an applicant with project management experience who works from a Community Development Framework when responding to emerging community needs.

Encircle Ltd is looking for a person with qualifications in Community Services, Community Development or related field. Minimum of two years experience working in a community organisation.

The following documents are enclosed:

1. Practice Framework Policy
2. Position Description

In no more than two pages, your application should address the selection criteria and outline your suitability for the role. Please include a current resume in your application. Applications are to be lodged by email, clearly marking the subject line "Confidential, Community Development application" and email to elissan@encircle.org.au

Closing date for applications is 5pm on Monday the 2nd March 2020. Any enquiries for this position can be directed to Elissa Nelson, Corporate Services Manager on 3889 0063

Kind regards,

Elissa Nelson, Corporate Services Manager

- geographic communities i.e. people who identify with geographic areas
- communities of interest i.e. people who share a common history, culture, religion, experience or particular interest.

Community development strengthens individuals and groups to affect change in their own communities by engaging with others and building the skills and tools they need to bring about the desired change. A community development approach:

- involves individuals, families and communities in planning, direction setting, decision making and actions that impact on them
- builds the capacity of individuals, families and communities to address and find solutions to issues, and to set and achieve goals
- works collaboratively to achieve agreed outcomes

Child and young person centred

A child and young person centred approach means that children and young people are:

- at the centre of the process
- treated with respect and dignity
- given appropriate opportunities to participate and to be listened to
- supported and involved in developmentally-appropriate ways
- recognized as experts on their own experiences
- given choices and involved in decision making
- supported within the family context to build skills and strategies for the future
- provided with opportunities to develop and strengthen their peer relationships
- supported to develop healthy identities and skills as young adults

Family focused

A family focused approach:

- embraces the multiplicity of family types and situations
- requires workers to create a partnership with families, and work collaboratively with them
- includes family members in all decision making and planning activities at the level of participation they choose
- acknowledges the family members as the experts on their particular situation
- acknowledges families as the experts on their child's needs and abilities
- assists families to identify their strengths and build family resilience and resources
- involves families as participants in a continuous improvement processes

Prevention and early intervention focused

Prevention:

- is underpinned by education and information
- employs activities and strategies that support and promote individual, family and community wellbeing
- builds capacity
- supports self-reliance

Early intervention:

- responds to individuals, families and communities that have displayed early signs of a risk or problem
- aims to minimize the extent of intervention required
- focuses on strengthening resilience
- may include follow up support after an initial intervention has been provided

ENCIRCLE'S PRACTICE FRAMEWORK IS INFORMED AND GUIDED BY THE FOLLOWING OPERATING PRINCIPLES:

Social Justice

Socially just practice is premised upon a commitment to access, equity, participation and rights for all members of the community, particularly those who are vulnerable or systemically marginalized, including but not limited to;

- children and young people
- women
- Aboriginal and Torres Strait Islanders
- those with mental health issues
- people who are homeless or at risk of homelessness
- unemployed people
- sole parent families

Implementing socially just practice means ensuring:

- everyone is informed about and has access to services regardless of education, religion, abilities, marital status, sexual orientation, health status, socio-economic status, gender, culture or other personal factors or life choices
- where necessary, positive discrimination strategies are applied to facilitate access and equity
- all position descriptions include "Demonstrated understanding of, and commitment to the principles of Social Justice" as a selection criterion
- Encircle's workforce is appropriately skilled in cross cultural awareness
- work practices are inclusive, promote a sense of belonging, and contribute to an environment in which everyone feels respected and valued
- the organisation, staff and volunteers act fairly, in good faith and without bias

Professionalism

Professionalism involves demonstrating a high standard of ethics and behaviour in all work activities:

- maintaining a commitment to best practice, innovation and ongoing learning and development
- maintaining personal and professional boundaries
- working in accordance with industry standards
- employing workers who are appropriately qualified

Integrity

Integrity involves honesty, truthfulness and authenticity; it is demonstrated by consistency and methods:

- in the development of the organisational mission statement, policies and procedures

- by working in accordance with the mission statement, policies, procedures and funding body standards
- by engaging in self-reflective practice
- by declaring any conflict of interests
- by ensuring appropriate use of the organization's resources

Transparency

Transparency involves openness, communication and accountability and requires appropriate governance and reporting structures and systems, by ensuring:

- decision-making processes are based on consultation and collaboration i.e. people play an active part in decisions that will affect them
- rights, roles, responsibilities are explored and made explicit
- stakeholders understand the provisions (or boundaries) of privacy and confidentiality
- the right of individuals to access information relating to them

Respect

Respect involves a high regard for people's intrinsic worth, their right to self-determination, participation and inclusion; it is demonstrated by:

- recognizing people's potential
- honoring and valuing people's strengths and seeking to learn from them
- acknowledging people's right to safety and resources
- valuing people's uniqueness and diversity

Partnership

Partnership involves cooperation and/or collaboration and may be informal or formal. We will work in partnership with the community, other organisations and funding bodies in order to best meet the needs of clients and the community, and to maximise resources. When working in partnership we will:

- ensure there is a shared purpose and agreed outcomes
- ensure there are defined roles, responsibilities and procedures
- engage in shared decision making processes
- encourage mutual learning by sharing resources, information, knowledge and networks
- work to maintain strong and positive relationships.

"Strengthening individuals and families to take informed control of their lives and together enriching our communities."



Position: Community Development Worker – Pine Rivers
Reports to: Corporate Services Manager
Hours: 30 hours per week
Classification: The provisions of the Social, Community, Home Care and Disability Services Industry Award 2010 (Subject to Pay Equity Regulation 316) Level 3 – apply Salary sacrifice is available

Type of Position: Permanent Part time

Purpose of the Role:

- Utilise a community development approach to engage with and respond to community needs at Encircle Pine Rivers Neighbourhood Centre.
- Coordinate and organise training and supervision for volunteers

This position requires a background in Community Development and requires experience in supporting volunteers, evidenced based practice and research skills in identifying and responding to emerging community needs.

Organisational Environment:

Encircle is a not for profit community owned and operated organisation for individuals and families in the greater north Brisbane area. Encircle responds to personal and community needs within a safe and welcoming environment through our focus areas that provide a flexible range of activities, supports and information.

Encircle operates in accordance with its Mission Statement and Practice Framework Policy. All staff and volunteers adhere to Privacy and Confidentiality requirements, a Code of Conduct and actively participate in organisational planning and development.

The position is based at 865 Gympie Road Lawnton, but travel to other Encircle sites may be required. Encircle offers a supportive team environment and offices are air conditioned. Fleet vehicles are available during business hours. Occasional use of own car may be required and will be reimbursed as per the Social Community, Home Care and Disability Services Industry Services Award. Encircle is committed to flexible workplace practices.

Main Duties and Responsibilities:

The Community Development Worker will undertake the following:

General Responsibilities

- Work within a Strengths Based Approach and according to the Practice Framework Policy and Positive Workplace Behaviour Procedure.
- Provide opportunities for community connection, participation and engagement.

Duties:

Pine Rivers Neighbourhood Centre

1. Provide opportunities for community connection, participation and engagement
2. Work with staff to ensure volunteer training and support is targeted.
3. Attend to administration functions: data management; file management; correspondence, maintain reporting as required, statistical data, prepare reports as required, including Encircles AGM report.
4. Attend and participate in network meetings relevant to the role
5. Work cooperatively and collaboratively with other internal programs to support a holistic and integrated client response
6. Complete Government Oasis reports on a quarterly basis
7. Conduct research and needs assessment surveys annually of people living in the Pine Rivers Neighbourhood Centres catchment area.
8. Conduct monthly volunteer meetings with Intake Worker and receptionist to provide a collaborative coordinated response to the community.
9. Under the guidance of the Corporate Services Manager and in collaboration with other site staff members, conduct, facilitate and provide a minimum of 4 resource items, 4 projects and 4 events annually in response to identified and emerging community needs and in collaboration with other programs at Encircle Pine Rivers Neighbourhood Centre
10. Complete and submit funding submissions for events, projects and resources when required.
11. Comply with agency, program and legislative requirements in relation to information sharing and case recording.
12. Other task as directed by Corporate Services Manager.

Delegated Authorities:

NIL

Qualifications, Professional Memberships, Experience:

Qualifications in Community Services, Community Development or related field.
Minimum of two years experience working in a community organisation.

Other requirements:

Drivers license
Blue Card

Key Selection Criteria:

- Demonstrated understanding of strength based framework and Encircle key operating principles.
- Demonstrated experience in working with volunteers from a diverse background and proven skills in the support and development of volunteers.
- Demonstrated experience in identifying and responding to community needs utilising a community development approach.
- High level of communication and computer skills that include database management, collection of statistical data and report writing and social media
- High degree of professionalism and interpersonal skills with the ability to liaise effectively with a wide range of people.
- Demonstrated understanding of the needs, issues and sensibilities of all people, including those from culturally and linguistically diverse backgrounds.