



## Position Description

### Community Support Worker

<b>Staff Member:</b>	
<b>Location:</b>	Based in Kerang, providing services across Gannawarra Shire, Loddon Shire, Swan Hill Rural City Council and the Buloke Shire.
<b>Job Status:</b>	Part time contract for 1 year Position conditional on funding
<b>Award:</b>	Stand Alone Community Health - Social & Community Services Award
<b>Classification:</b>	
<b>Hours per fortnight:</b>	64 hours (shared positions considered)
<b>Position Created:</b>	March 2019
<b>Last Review:</b>	
<b>Next Review Scheduled:</b>	April 2020

## Position Details:

### 1. Qualifications:

Knowledge of rural communities, agriculture and farming industries.

Appropriate academic qualifications in any of Community Development, Nursing, Education, Psychology, Social Work or Welfare Studies is desirable.

Completion of Mental Health First Aid desirable.

Other qualifications and experience may be considered.

### 2. Key Selection Criteria:

- An ability to engage with a variety of people within a rural setting.
- An ability to work independently and co-operatively with team members.
- To have well developed communication and organisational skills and have a genuine empathy for rural communities.
- It is important that the person have an understanding and commitment to the concept of health promotion, community development and community health.
- An awareness and sensitivity to the current challenges facing rural communities.
- To be willing to work flexible hours in order to meet community needs.
- Excellent verbal presentation skills.
- Basic computer literacy skills.

### 3. Position Objectives:

- Tactics for Tough Times: Assist in the development of a short 30 minute presentation that can be delivered in tea rooms and staff meetings across the 4 LGAs to small rural businesses and community support agencies. Delivered with a suite of resources and aimed at providing links in with local health providers when concerned about farmers and community members' wellbeing. The Tactics for Tough Times program has a strong focus on making the most of informal supports and connecting communities.
- Increase awareness of support pathways into appropriate support services including GP's, community events, rural financial counselling, eHealth resources, peak support agencies (Murray Dairy, Birchip Cropping Group etc), ALERT training and Mental Health First Aid.
- To provide support to team members and support agencies who are helping individuals and families to deal effectively with issues relating to the impact of drought and climate change on rural areas, particularly farming and other primary industries.
- To work collaboratively with other service providers to ensure the service system can meet the needs of drought-affected people.

### 4. Key Responsibilities:

- To contribute to the development of the Tactics for Tough Times Drought Support Program as a member of the Health Promotion Team.
- Facilitate a Reference Group to guide and support the work.
- Advocacy for access to services/resources. To identify areas of unmet needs in relation to health services in the community.
- To actively participate as part of a multi-disciplinary team.
- To work within a philosophy of Family Sensitive Practice.
- To participate in community development projects which are appropriate and relevant to the position.
- To maintain and submit statistical data in a timely manner and to prepare reports as requested.
- To attend meetings as required and participate in programs out of hours on a time in lieu basis.
- To inform and advise Management and your Team Leader on developments.

#### **5. Other Duties:**

To perform any other duties as delegated by Management, your Team Leader, or as relevant to the position.

#### **6. Organisational Responsibilities:**

- To always work within the NDCH culture, encouraging and supporting other staff to do so as well
- To work within a Continuous Quality Improvement framework and actively participate in the agency's quality review processes.
- In keeping with the principles of the Victorian Government's Child Safe Standards, embed within NDCH an organisational culture of child safety, and to always perform duties of this role within those standards. Apply the principles of working within a diverse workplace and with a diverse community, applying the fundamentals of the NDCH Diversity Policy and the Charter of Human Rights and the United Nation's Convention on the Rights of the Child. Apply the NDCH risk management framework to all areas of your work, ensuring assessment of risk both within your clinical work and as an employee of NDCH is carried out to minimise as far as is practicable risks that arise.
- To comply with NDCHS Code of Professional Conduct & Ethics, as well as the codes of ethics, standards of practice and registration requirements as appropriate to your discipline as defined by that discipline's peak body.

Reports To: Chief Executive Officer  
GM – Program & Services  
TL – Health Promotion

Supervises: NA

#### **7. Safety:**

It is your duty to take reasonable care of the safety and health of yourself and other persons who may be affected by your acts or omissions in the work place.

To report any incidents or hazardous situations immediately to the CEO or the elected Health & Safety Representative through the correct processes.

**8. Other Relevant Information:**

NDCH is an equal opportunity employer.

All NDCH sites are smoke free workplaces.

NDCH is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.

NDCH promotes respectful relationships and gender equality within the workplace and in our communities.

NDCH has a culture of zero tolerance of violence, especially against vulnerable people, children and women, and takes an active role within the workplace and the community to promote this stance.

**Current drivers licence required.**

**National Police Check:**

Appointment and ongoing employment is subject to a satisfactory National Police Check. This is mandatory for all Employees.

**International Police Check:**

If the applicant has lived overseas for twelve (12) months or more in the last ten (10) years, an International Police Check will be required before commencing in this role.

All staff are required to sign a statutory declaration in regards to ever having, since the age of 16 years, been a citizen or resident of any countries other than Australia and been convicted of murder or sexual assault or convicted of and sentenced to imprisonment for any form of assault.

**Working with Children Check (WWCC):**

Appointment to the position will be subject to a satisfactory WWCC. If the applicant has a current WWCC, they will be required to notify the Department of Justice within 21 days of commencement with the agency and provide proof of same to the service.

**Signed in Acknowledgment:**

**Employee:** \_\_\_\_\_

**Management:** \_\_\_\_\_

**Date:** \_\_\_\_\_