

## **POSITION DESCRIPTION**

(As from 18<sup>th</sup> July 2008)

- Position:** Shoalhaven Aboriginal Community Development Project Officer
- Responsible to:** Chairperson,  
Shoalhaven Safe Communities Aboriginal Partnership
- General Manager, Healthy Cities Illawarra
- Location:** Nowra, Shoalhaven
- Hours:** Full Time – 38 hours per week
- Classification:** One Year Contract (possibility of renewal if funding extended)

### **Function:**

Shoalhaven Safe Community Aboriginal Partnership (SSCAP) is an Aboriginal led collaborative partnership in the Shoalhaven area between Aboriginal communities and organisations, non-Aboriginal communities and organisations and all levels of government. The aim of SSCAP is to promote social equality, self determination and safety, health and well-being for aboriginal communities in the Shoalhaven.

The successful person will undertake a range of activities which support the goals of the SSCAP. This will require building strong working relationships with partners and communities, strategic and operational planning and administrative support to the SSCAP steering committee.

### **Specific Duties:**

- Review information on SSCAP and use this to inform the further development of SSCAP strategic and operational plans
- Coordinate the implementation of the Shoalhaven Aboriginal Child Sexual Assault Community Prevention Plan
- Develop and maintain strong relationships with local Indigenous communities, community organisations and government agencies
- Identify gaps in services and pursue opportunities to coordinate and integrate delivery of services from mainstream and specialist service providers
- Identify and pursue opportunities for funding and/or development of shared responsibility agreements to achieve community ownership including developing partnerships within the community with all levels of government
- Provide secretariat support for SSCAP meetings and follow up where directed on agreed actions
- Prepare and provide reports and articles as required by SSCAP committee and Healthy Cities Illawarra in order to meet accountability requirements.
- Perform other duties consistent with the relevant terms and conditions of employment as may be directed or implied from time to time.

### **Reporting relationships:**

The work of the project officer will be guided and supervised locally by the Chairperson of SSCAP and in his/her absence delegated or authorised members of the Steering Committee. The SSCAP Project Officer will be required to report to SSCAP's monthly meetings on the progress of identified priorities. These reports will form the basis of reports required for meeting the accountability requirements of Healthy Cities Illawarra and the funding bodies. The person will be employed under the conditions of employment of Healthy Cities Illawarra.

### **Selection Criteria:**

1. Demonstrated experience working with, and/or knowledge and/or understanding of the issues affecting Indigenous people in Aboriginal communities on the NSW south coast.
2. Demonstrated ability to work collaboratively with a range of community and government stakeholders including effective liaison and negotiation skills.
3. Highly developed oral and written communication skills
4. Demonstrated high-level strategic, conceptual, problem solving, and analytical skills.
5. High level organisational skills including computer literacy.
6. Relevant experience in the area of social policy and/or community development or demonstrated experience in a related field.
7. Sound understanding of child protection issues and early intervention and prevention approaches and programs.
8. Knowledge and commitment to equity, principles of cultural diversity, ethical practices, EEO and OH&S.
9. Current NSW drivers licence

### **Enquiries**

Mr Frank Wallner

Phone: (02) 4226 5000

### **How to apply**

Aboriginal and Torres Strait Islander people are encouraged to apply.

Written applications marked Confidential and addressing the selection criteria should be sent to:

The Manager  
Healthy Cities Illawarra  
63 Auburn Street  
Wollongong NSW 2500  
e-mail: [admin@healthyillawarra.org.au](mailto:admin@healthyillawarra.org.au)  
website: [www.healthyillawarra.org.au](http://www.healthyillawarra.org.au)

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