



Position Description

Community Activities

Reports to:	Service Manager
Award:	Social, Community, Home Care and Disability Services Industry Award 2010
Classification:	Modern Award Classification, 3 Level subject to experience, skills and capabilities of applicant
Hours of Work:	Part time position

The Neighbourhood Centre

Vision

Supporting inclusive and strong communities

Purpose

To connect people, resources and ideas to support individuals and strengthen their communities

Values

Respect, Integrity, Equality, Inclusion

Name of role - Community Activities

This position supports The Neighbourhood Centre purpose: *to connect people, resources and ideas to support individuals and strengthen their communities*

The Neighbourhood Centre (the operating name of Bathurst Information and Neighbourhood Centre Inc.) has provided services and activities for the community since 1976.

Position Purpose

To support The Neighbourhood Centre to connect community members including newly arrived migrants, refugees to resources and services to participate equitably in society.

Position objective

- To assist in the development and growth of The Neighbourhood Centre activities and programs
- Deliver services as outlined by The Neighbourhood Centre Policies and Procedures and Work Plans.

Key Accountabilities

Key performance area	Expected Outcomes
Service Activity Workplan	<p>Provision of direct services by:</p> <ul style="list-style-type: none"> • Responding and supporting Front Desk volunteers to respond to the needs of community members • Provide assisted referrals • support volunteer participation in TNC's activities • Support and increase participation in TNC activities <p>Improving and developing TNC activities</p> <ul style="list-style-type: none"> • Provide administrative support • Develop new initiatives that meet the identified needs in the community (in consultation with Manager and EO) • Maintaining and improving The Neighbourhood Centre volunteering services • Maintaining operational procedures to agency and industry standards • Supporting the TNC services and events <p>Volunteer Support</p> <ul style="list-style-type: none"> • Providing orientation, support and administration of internal volunteers • Increasing the knowledge and awareness of volunteer opportunities • Supporting volunteer involving organisations with volunteer recruitment.
Organisational tasks	<ul style="list-style-type: none"> • Being familiar with and support the organisations Vision, Purpose and Values. • Representing the organisation positively as required • Working cooperatively, collaboratively and contribute to the team effort • Complying with the Code of Ethics and Conduct • Supporting organisational management • Participating in staff meetings and staff development • Producing reports as required by Management • Preparing work plans • Promote the Program through a range of media outlets and formats following TNC policies and procedures • Maintaining client records • Maintaining client privacy and confidentiality.
Continuous Improvement	<ul style="list-style-type: none"> • Adhering to the Continuous Improvement Policy • Adhering to the complaints and grievance procedures.
Operational Management	<ul style="list-style-type: none"> • Assisting in the implementation of policies and procedures to reflect best practice, standards and legislation.
Professional development	<ul style="list-style-type: none"> • Maintaining and update own professional skills and education levels and undertake training as required • Attending and participate in supervision • Actively participating in annual performance planning and review activities.

WHS	<ul style="list-style-type: none"> • Assisting in WHS risk identification, assessment, WHS policy implementation • Attending WHS training if required.
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Selection Criteria

Essential:

- Tertiary qualifications in a relevant field or relevant work experience
- Demonstrated ability to plan, coordinate and implement activities
- Able to solve problems as they arise and to anticipate future situations and ensure issues are addressed in a timely manner
- Able to organise information, interpret and apply policy and procedures
 - Ability to work as a part of a team
 - Effective communication skills
 - Ability to prioritise competing demands
 - Sound information technology skills
 - Drivers licence.

Desirable

- Experience working in a community organisation
- Experience in working with in community development

Employment conditions

All staff are employed under the conditions of the Social, Community, Home Care and Disability Services Modern Award, (SCHCADS) and The Neighbourhood Centre Policies and procedures.

Criminal Record Checks are conducted on all potential employees.

Positions where the duties are primarily in direct contact with children and where that contact is unsupervised require a "Working with Children Check".

Note:

This Position Description is intended to provide an outline of the key responsibilities of the position. Staff may be required to carry out other duties, within the scope of their ability, range of skills, competence and training.

It is expected that this Position Description will change over time due to the nature of The Neighbourhood Centre's activities. A flexible attitude to change is expected of all staff. Any proposed changes will be discussed with the staff member.

Staff Code of Conduct

In addition to The Neighbourhood Centre Staff Code of Conduct, the organisation requires that the appointee adhere to the following principles:

An employee of TNC will not use or disclose any confidential information acquired resulting from the position with TNC, for personal gain or knowledge.

An employee of TNC must not make improper use of information acquired as a result of their employment to gain direct or indirect pecuniary advantage for themselves or for any other person.

An employee will not engage in any private practice except with the specific permission of the Executive Officer and in adherence with TNC policy and procedures.

Conflict of Interest

All employees will undertake to do the following:

- act impartially and without prejudice
- promptly identify and declare any potential or actual conflicts of interest that exist when the person joins the organisation or that may arise during their involvement with the organisation.
- Retain awareness of potential conflicts of interest that might affect them and avoid them where possible.
- do not accept any gifts or benefits that have the potential to influence a decision.
- Staff members will not be members of other community organisations where there may potentially be a negative impact on either a client of or The Neighbourhood Centre except with the specific permission of the Executive Officer and in adherence with TNC policy and procedures.
- Work with the Executive Officer to resolve the Conflict of Interest.

Declaration

I understand and accept the responsibilities as outlined in this position description.

Employee's Name _____

Signature _____

Date _____