



Mullumbimby & District Neighbourhood Centre

Connecting the Byron Shire Community

APPLICATION FOR EMPLOYMENT FORM
(Please attach this sheet to the front of your application)

POSITION YOU ARE APPLYING FOR: Byron Shire Aboriginal Project Worker

NAME:

ADDRESS:

CONTACT:

EMAIL:

MOBILE:

CURRENT DRIVERS LICENCE

ACCESS TO A RELIABLE VEHICLE YES/NO There will be access to a MDNC vehicle but from time to time the successful applicant MAY have to use his or her own vehicle.

REFEREE DETAILS

(Name of supervisor or name of person responsible for overseeing your work)

1. NAME OF REFEREE:

POSITION:

CONTACT NUMBERS

WORK

MOBILE

2. NAME OF REFEREE:

POSITION:

CONTACT NUMBERS

WORK

MOBILE

Thank you for your interest in the position of Aboriginal Project Officer. The Byron Shire Aboriginal Community Services Coalition is seeking a dynamic Project Worker.

ORGANISATION: The Byron Shire Aboriginal Community Services Coalition (The Coalition).

The Coalition came together to address the lack of accessible Aboriginal community services in the Byron Shire. Since the inaugural meeting the Coalition has conducted a number of surveys, consultation, and community events.

In recognition of the need to build an accessible community service system in the Byron Shire, the Northern NSW Local Health District and North Coast Primary Health Network have agreed to fund the Mullumbimby & District Neighbourhood Centre Inc. for a 12-month position to support the work of the Coalition with the goal of building capacity in the Byron Shire.

EMPLOYER: Mullumbimby & District Neighbourhood Centre Inc. Management Committee

POSITION: Aboriginal Project Officer

HOURS: 16 per week

SALARY: Level 5 SCHADS Award

CONDITIONS: The Mullumbimby & District Neighbourhood Centre Inc. applies all Award conditions, is a flexible workplace and also provides cultural leave.

In your application please address the essential criteria below.

Selection Criteria

Essential Criteria

Qualifications:

Relevant Social Science or Community Development tertiary, or certificate qualifications **and/or** demonstrated experience in community development or community organizations are essential.

The Aboriginal Project Officer will be able to demonstrate:

1. Knowledge and understanding of community services both Aboriginal and mainstream
2. An understanding of the needs of the Aboriginal community.
3. An ability to work in, and build relevant networks to increase access to services
4. Time management skills
5. An ability to work independently and as part of a team, and be self-motivated.
6. Sound organization and planning skills
7. Experience and competence in the use of computers and computer software programs, including data collection.
8. An understanding of community based organizations.
9. High levels of interpersonal, oral, and written communication skills, and negotiation, consultation
10. An ability to maintain high levels of confidentiality, privacy and the ability to deal with client-sensitive issues.
11. An ability to comply with relevant legislation and industry standards including Workplace Health and Safety and Child Protection Legislation.
12. Current unrestricted NSW Driver's license

Application Checklist

- Have you attached your CV or Resume?
- Have you addressed all the Selection Criteria?
- Have you attached your Application Form with your contact details and referee details?

Please send your application to:-

POST: - The Manager
PO BOX 149
MULLUMBIMBY, NSW, 2482

EMAIL: manager@mdnc.org.au

APPLICATIONS CLOSE: Close of business Friday 18th August 2017.

INTERVIEWS WILL BE CONDUCTED: 30th August at 55 Dalley St Mullumbimby

For more information – Julie 0414841816



Mullumbimby & District Neighbourhood Centre

Connecting the Byron Shire Community

PO Box 149
55 Dalley St
Mullumbimby NSW 2482
Ph: 02 66 841 816
Mobile: 0414841816
Email: manager@mnci.com.au

Position: Aboriginal Project Officer - Identified

Employment Status	Permanent Part-time 16 hours per week Location: MDNC 55 Dalley St, Mullumbimby
Terms and Conditions: Social, Community, Home Care and Disability Services Industry Award (SCHCADS) 2010	One year contract Level 5
Reports to:	Manager, Mullumbimby and District Neighbourhood Centre, (Mullumbimby and District Neighbourhood Centre Management Committee)
Directly Supervising	NA
Takes direction from	Aboriginal Community Services Coalition
Key Relationships	Aboriginal Community Services Coalition.
Date Prepared	2 nd May 2017

Background

The Byron Shire Aboriginal Community Services Coalition (Coalition) came together to address the lack of accessible Aboriginal community services in the Byron Shire. Since the inaugural meeting the Coalition has conducted a number of surveys, consultation, and community events.

In recognition of the need to build an accessible community service system in the Byron Shire, the Northern NSW Local Health District and North Coast Primary Health Network have agreed to fund a 12-month position to support the work of the Coalition with the goal of building capacity in the Byron Shire.

Position Purpose:

The position will support the work of the Coalition to provide a resource foundation for building the capacity for the delivery of quality and accessible community services to the Aboriginal community in the Byron Shire.

Key activities and Duties include:-

- Administration support for the Aboriginal Services Coalition including agendas and minutes and other actions as directed.
- Assist with the development of the Byron Shire Aboriginal Services Coalition as a lead representative and consultative group for the purpose of building and supporting an integrated community service network in the Byron Shire.
- Increase the access of the Byron Shire Aboriginal community to appropriate and inclusive locally based community services providers in the Byron Shire
- Engage with State and Federal agencies to provide culturally appropriate services to the Aboriginal Community in the Byron Shire.
- Develop services activity program for the Aboriginal Services space in the Byron Shire.
- Assist with advocacy to State and Federal Government agencies for increased program funding, Coordinate and promote the program to the local Aboriginal Community,
- Act as the contact person at the Mullumbimby and District Neighbourhood Centre for the Aboriginal Services Coalition and other relevant stakeholders.
- Contribute to and support the development of a five-year strategic plan for Aboriginal Services in Byron Shire in concert with the NNSWLHD and NCPHN.
- Consult to find solutions to respond to the identified needs (needs assessment).
- In working with community and service providers' identify approaches to reduce hospital admissions and improve after hours primary health care.

Knowledge Requirements:

Research and analysis

Computer skills especially with Microsoft Word, Excel and PowerPoint

Knowledge of local community networks

Knowledge of community services networks

Essential Criteria:

Qualification

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Relevant Social Science or Community Development tertiary, or certificate qualifications **and/or** demonstrated experience in community development or community organizations are essential.

Essential Criteria

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1. Knowledge and understanding of community services both Aboriginal and mainstream
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4. Time management skills

5. An ability to work independently and as part of a team, and be self-motivated.
6. Sound organization and planning skills
7. Experience and competence in the use of computers and computer software programs, including data collection.
8. An understanding of community based organisations.
9. High levels of interpersonal, oral, and written communication skills, and negotiation, consultation, cultural sensitivity and an understanding of cultural protocols.
10. An ability to maintain high levels of confidentiality, privacy and the ability to deal with client-sensitive issues.
11. An ability to comply with relevant legislation and industry standards including Workplace Health and Safety and Child Protection Legislation.
12. Current unrestricted NSW Driver's license

General

- Adherence to legislative requirements including child protection.
- When requested attend and participate in relevant interagency meetings and forums to raise awareness of women's rights to stay home and have the violent person removed.
- Attend staff meetings and work collaboratively with team members to enable an integrated partnership approach in working with families across the Centre. Participate in training when required.

Expectations

- To display informed affinity with the ideas, aspirations and ethics of the Mullumbimby & District Neighbourhood Centre Inc., and to identify with its purpose.
- To attend appropriate development and training courses.

Communication

- Communicate openly, honestly and effectively with clients, co-staff and management
- Act with sensitivity and understanding towards others and acknowledge and respect differences in personal beliefs and values
- Participate and contribute to group supervision

Professional

- Display a commitment to professional development, and set and fulfill development goals on an annual basis through performance management
- Keep up to date with developments with 'best practice'.
- Report directly to MDNC Manager

Additional Information

- The MDNC is a smoke free environment.
- Workplace Health and Safety (WHS): all employees are required to participate in, and abide by workplace health and safety policy and procedures. All incidents are to be reported in accordance with procedure. CONC does not tolerate harassment or bullying in the workplace.
- Equal employment opportunity: The MDNC is an equal opportunity employer. MDNC staff has a responsibility to be familiar with the MDNC Equal Employment Opportunity Policy.

Decision Making Authority

The Aboriginal Project Worker is responsible for fulfilling their duties within the framework of legislative requirements and Mullumbimby & District Neighbourhood Centre's policies and procedures. Issues are usually resolved without reference to your immediate supervisor but matters that arise which are outside

the policy framework or matters which may potentially escalate to the detriment of Mullumbimby & District Neighbourhood Centre, and the Byron Shire Aboriginal Community Services Coalition should be reported to your immediate supervisor.

The Aboriginal Project Worker is expected to utilise a range of methods and techniques to inform and assist in the decision- making processes.

Program and operational issues are generally resolved utilising documented instructions and precedents, for example the policies and procedures manual. Matters outside the policy framework, project brief, or matters that may potentially escalate to the detriment the Aboriginal Community Services Coalition or the MDNC should be reported to the MDNC Manager.