

Position Description

COMMUNITY ACTIVITY OFFICER



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| Position Title: | Community Activity Officer |
| Business Unit: | Employment Services |
| Location: | All Locations |
| Reports To: | Regional/Business Manager |
| Direct Reports: | Nil |
| Parameters: | Full Time Award |
| Date Prepared: | 2 nd December 2020 |
| Approved By: | Executive Leader Quality Contracts and Compliance |

Joblink Plus is a for purpose, not for profit organisation providing employment services and vocational training. Joblink Plus works directly with communities leading to employment opportunities with sustainable outcomes.

Our purpose is to believe in and support all people, connecting them to the dignity and fulfilment made possible through education and meaningful work.

Our principles help define the behaviours that characterise us, and include Connection, Support, Commitment, Knowledge, Belonging and Unity.

There is expectation that all those who engage with us will embrace our purpose and principles in their respective roles.

Purpose of the Position:

Identify and initiate Work for the Dole opportunities and coordinate various community activities through industry, employer and community engagement. Manage Jobseekers placements into suitable community activities that compliment a job seekers Employment Plan and monitor their participation during the Work for the Dole phase ensuring lodgement of all contractual requirements are met.

Position Responsibilities and Duties:

1. Network with organisations and industry to identify and initiate Work for the Dole opportunities.
2. Build and maintain business and industry relationships in the community.
3. In partnership with Work for the Dole hosts, assess and determine Work for the Dole activity requirements.
4. Coordinate and develop Work for the Dole activity logistics including schedules, resources, purchasing and budgets.
5. Oversee contractual compliance on all projects, completing site risk assessments and participant site inductions.
6. Schedule participant attendance and appropriate supervision for all Work for the Dole activities.
7. Assess jobseekers and refer them to appropriate Work for the Dole activities.
8. Monitor jobseeker participation in Work for the Dole activities.

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9. Monitor jobseekers, supervisors and host working relationships, including mediating and placing job seekers in alternate activities as required.
10. Liaise with consultants to identify employment opportunities and other issues as they arise.
11. Obtain and data enter evidence of WFD participation in line with contractual requirements.

General Responsibilities:

1. Demonstrate the Joblink Plus Purpose and Principles.
2. Conduct duties in accordance with Joblink Plus policies, procedures and guidelines.
3. Shared commitment to a positive pursuit of safety; driven by active involvement in identifying hazards and controlling risks, following WHS policies and procedures
4. Promote and implement the principles of personal accountability with relation to discrimination and harassment in the workplace, accepting responsibility and answering for the outcomes of your choices, behaviours and actions.
5. Demonstrate empathy for people from diverse and disadvantaged backgrounds.
6. Minimise the company's exposure to risk.
7. Ensure consistent delivery of the highest level of customer service.
8. Deliver agreed outcomes, on time and in accordance with best practice principles.
9. Develop an organisation environment that values and rewards integrity, trust and innovation.
10. Apply continuous improvement principles and practices to all aspects of operation.
11. Maintain confidentiality in all Joblink Plus operations.
12. Develop and maintain solid working relationships with your Manager, team and stakeholders.
13. Conduct all relevant administrative functions in a timely and accurate manner.
14. Perform other duties as directed (within the skill range of the employee).

Organisational Environment

This position will require the incumbent to work closely with the Job Placement Consultants throughout the Region on Caseload engagement, community engagement, developing meaningful activities to increase employability skills whilst maintaining valued relationships.

Essential Competencies, Qualifications and Experience

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| Skills & Knowledge | <ul style="list-style-type: none">• Written and verbal communication, able to build rapport and sustain working relationships.• Networking and stakeholder engagement• Ability to identify and initiate Work for the Dole opportunities• Time management, able to multitask and meet strict deadlines• Able to assist and support jobseekers to gain meaningful skills.• Sound judgement, problem solving & logical thinking |
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| | <ul style="list-style-type: none"> Administration, reporting, computer applications, MS Office Suite |
| Experience | <ul style="list-style-type: none"> The ability to network and build strong relationships Experience meeting commitments |
| Qualifications | <ul style="list-style-type: none"> Satisfactory Australian Criminal History Check Current and valid NSW Working with Children Check |
| Licences | <ul style="list-style-type: none"> Current C class drivers' licence |
| Personal Qualities & Behavioural Traits | <ul style="list-style-type: none"> Ability to collaborate with others; understands the behaviour, needs and concerns of others and uses this to work effectively with people across boundaries. Builds collaborative relationships with internal and external clients and stakeholders. Excellent communication and listening skills. Able to convey information clearly, accurately, logically and concisely. To be reliable and have a commitment to fulfil the position. Ability to establish and maintain appropriate personal and professional boundaries. Perseveres when faced with resistance; overcomes obstacles and maintains a positive attitude and stable performance under pressure |

Desirable Competencies, Qualifications and Experience

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| Skills and Knowledge | Project management, risk management, financial control, budgeting, accuracy in administration, able to use databases. Understand complex contract requirements. |
| Experience | Previous experience within employment or community services environment would be advantageous. |
| Qualifications | <ul style="list-style-type: none"> Qualifications in Employment or Community Services Current WHS White Card (Construction Induction) BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control OR prior experience conducting risk assessments. |
| Personal Qualities & Behavioural Traits | <ul style="list-style-type: none"> Ability to build positive relationships Approachable Trustworthy Respectful Caring |

Other Matters

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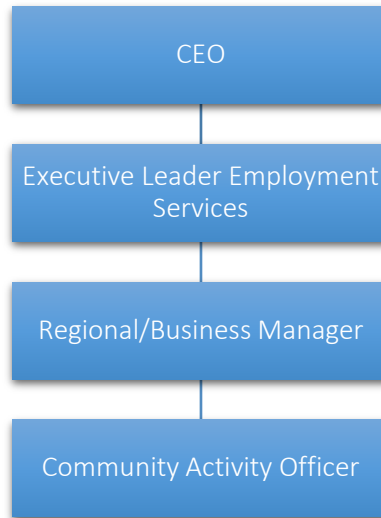


- The Position Description is not intended to be all inclusive. All employees are expected to undertake other tasks and perform other accountabilities and responsibilities reasonably required to meet the demands of the role and the purpose of the position.
- As a member of the Joblink Plus team, all employees may be required to perform other duties within their capabilities from time to time to meet the needs of Joblink Plus.

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Organisational Structure



Acknowledgement:

I have reviewed and understand the content of the position description and believe it to be accurate of what I am employed to do.

I understand that Joblink Plus retains the right to change the position description as deemed necessary.

I will follow and adhere to my position description and the requirements of my position to the best of my ability.

I acknowledge that I have read and discussed this position description and understand my duties and responsibilities.

Name

Signature

Date