

BENDIGO COMMUNITY HEALTH SERVICES

POSITION TITLE: COMMUNITIES FOR CHILDREN PROGRAM WORKER

Name:	(existing employees only)	
Position number:	(allocated by HR)	Reg No. A0024004N
Award:	Social and Community Services Victorian Award	P.O. Box 1121 Bendigo Central Victoria 3552
Classification:	Community Development Class 2A range	
Site:	Central site – may work from any Bendigo based site as negotiated	Central Site: Ph: (03) 5448 1600 Fax: (03) 5448 1699
Hours per fortnight:	30.4 hours per fortnight. Monday and Tuesday	Eaglehawk Site: Ph: (03) 5434 4300 Fax: (03) 5434 4355
Tenure:	Short Term – 29 May 2012	Kangaroo Flat: Ph: (03) 5430 0500 Fax: (03) 5430 0544
Position description developed:	January 2012	
Responsible to:	Martine Street – Manager, Healthy Communities & Lifestyle	Elmore Primary Health: Ph: (03) 5432 6001 Fax: (03) 5432 6101

1. Position Role

The Communities for Children is designed to assist families with young children to promote healthy lifestyle choices. The two critical objectives are to increase access to services that improve the health and wellbeing of families and increase knowledge and skills relating to physical health and parenting. The worker will need to:

- Support the implementation of the Communities for Children project.
- Utilise community development principles and strategies.
- Utilise a multi strategic, settings approach with a strong focus on sustainability.

2. Position Responsibilities

- Support the implementation of the Communities for Children implementation plan and reporting on the C4C service delivery agreement outcomes.
- Work with partner agencies as required.
- Undertake community development activities that build resilience and skills within the target group
- Attend meetings as required.

3. The Role of the Team

The Healthy Communities & Lifestyle Team role is to provide opportunities to identify and prevent disease and promote healthy lifestyles. This is undertaken through a variety of programs, services and settings delivered by a multidisciplinary team. Identifying enablers and barriers to health underpin this work and planning, implementation of programs and services to communities and individuals is undertaken.

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4. Key Selection Criteria

4.1 Essential

1. Demonstrated experience in working in community development and demonstrated ability to implement and report on programs.
2. An understanding of the Social Model of Health and principles of quality and safety.
3. A qualification in Public Health, Community Development, Welfare or equivalent.
4. Experience working with stakeholders and developing partnerships. Well-developed communication skills.
5. Demonstrated ability to work as a member of a multidisciplinary team.
6. A Working with Children Check.

4.2 Desirable

1. Intermediate to high level skills in Microsoft Office programs
2. The ability to confidentially maintain accurate records in accordance with BCHS procedures.
3. Current driver's licence.

5. Probationary Period

Employment with BCHS is conditional on satisfactorily completing a probationary period of three months from date of commencement. During this period your performance will be reviewed and, assuming this is mutually satisfactory, your employment will be confirmed as ongoing at the end of this period.

6. Staff Review & Development (SR&D)

Each BCHS staff member is required to participate in the annual SR&D process. The SR&D will be based on the Position Role and Responsibilities and Key Selection Criteria in addition to the relevant Team and Individual Work Plans and the following Performance Indicators.

6.1 Self Management:

Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth.

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.

6.2 Communication & Team Work:

High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with clients.

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

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6.3 Administration & Documentation:

Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

6.4 Learning:

Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and team work plans and individual self development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

6.5 Position Performance:

Demonstrate achievement of negotiated performance indicators specific to your position.

- Provide service delivery to at least the minimum level required by the funder
- Demonstrate positive outcomes for clients through your intervention
- Show evidence of an integrated service delivery approach for clients

7. Other Essential Requirements

Staff will:

- Complete a satisfactory police check before employment is confirmed, the police check will be initiated by BCHS at the expense of the staff member.
- Sign the pre-existing Injury / Disease Declaration.
- Present a copy of your original professional qualifications document or registration (if required).
- Present a Working with Children ID card, if required for the position.
- Receive and comply with the BCHS Code of Conduct.
- Comply with BCHS Privacy Policy and Procedures.
- Co-operate with and contribute to BCHS Occupational Health & Safety procedures and participate in appropriate safety information and education activities as required.

8. Other Information

- Recipients of Government funded departure packages in the last three years may be ineligible to apply.
- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.
- BCHS has a commitment to environmental sustainability.

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Approved: Kaye Graves
General Manager Healthy Communities

Date:/...../.....

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Agreed: (name / position title)

Date:/...../.....

APPROVED