

Position Description

Community Development Officer, Positive Directions

POSITION DETAILS	
Position Title	Community Development Officer, Positive Directions
Reports To	Senior Counsellor
Status	Fixed term, one year contract- 0.5 FTE (37.5 hours per fortnight)
Classification	Social and Community Services Level 5
Date Created	July 2010
POSITION CONTEXT	
About ACSA	<p>The AIDS Council of SA (ACSA) has maintained a leading role in the community response to HIV/AIDS in South Australia for twenty five years. We have a strong commitment to reducing health inequities amongst our communities and preventing the transmission of HIV and STI's.</p> <p>ACSA advocates for strengthening of primary health care services, such as the prevention of disease and the promotion and development of good health. We seek to protect and promote the health of our communities and to address individual and population health problems at an early stage. We promote the empowerment of individuals and communities and their greater involvement in how their health care is developed and delivered, and in how their health and wellbeing is shaped. We promote continuity of care, health promotion and education, integration of prevention with care, and a concern for population as well as individual health.</p> <p>ACSA supports peer based education and has an affirmative action policy for people living with HIV. Affected communities remain integral to the work of ACSA, and this is reflected at all levels across the organisation. Members of the gay, lesbian, bisexual and transgender (GLBT) HIV positive, same sex attracted (SSA) injecting drug use and sex worker communities serve as volunteers, staff, management, Board members and Program Committee members</p>
The Role	<p>This is a new position which will be responsible for working with a committee to develop and co-ordinate a client centred program that will improve the capacity of people living with HIV (PLHIV) to connect, and remain connected to, social and community supports. The primary target group are PLHIV that have been identified as being socially isolated and/or in need of practical assistance. The working title of the program is <i>Positive Directions</i>.</p>

KEY RESPONSIBILITIES

The Community Development Officer (CDO) has an important role, in ensuring the needs of the target group are central to the development of the program and, once established, that the needs of clients of the program can be addressed by the delivery of services, including social support and other practical assistance. The position requires excellent interpersonal skills to ensure that volunteers and clients are supported and valued. The CDO has three main areas of responsibility :

1. Developing the program framework and implementation plan

This is a new program which will work with stakeholders and clients to develop a service model which will maximise social and community engagement for socially isolated PLHIV. It is envisaged that this component of the role will take approximately 3 months. The CDO will work within the principle of GIPA- the greater involvement of people living with HIV to :

- a) Develop the terms of reference for the program committee
- b) Recruit and support program committee members
- c) Provide recommendations to the program committee on service models
- d) Develop a program implementation plan

2. Implementing and evaluating the program

Services for PLHIV in South Australia are delivered by a wide range of agencies and the CDO will liaise with those agencies to ensure that the program is implemented in a way that reaches the target group, engages volunteers and enhances existing services. Key community development principles of community ownership and direction, networking, inclusion and community participation were essential in the foundation of ACSA and remain core values of ACSA today. Duties during months 4-12 may include:

- a) Developing resources to promote the program
- b) Networking with allied service providers
- c) Effectively recruiting, supervising and supporting volunteers, in line with ACSA policies and procedures, in the delivery of community support services to clients.
- d) Liaising with program clients, including feedback and follow up
- e) Evaluating the program

3. Contribute to the work of ACSA more broadly. This includes:

- a) Participating in team meetings, professional development sessions and staff events
- b) Contributing to the development of organisational policy and procedures
- c) Participating in discussion of current issues and the development of new resources, policies and practice
- d) Assisting with and participating in organisational evaluation and planning
- e) Taking responsibility for own administrative tasks, including word processing, photocopying and filing, and contributing to the smooth running of the organisation
- f) Other duties as requested

KEY SELECTION CRITERIA

Essential

1. A strong commitment to social justice and a sensitivity to and/or experience in working with clients and people from a diverse range of backgrounds for example people living with HIV/AIDS PLWHA, gay men and other individuals and communities at risk.
2. Experience in working with volunteers and a commitment to the delivery of services by volunteers.
3. Experience in program development
4. Ability to observe the confidentiality of clients, volunteers and staff, and to maintain appropriate boundaries and relationships.
5. Ability to take direction and feedback, to work as an effective team member and to contribute to the planning, implementation and review of the Program's activities.
6. Ability to develop rapport with a wide range of clients, volunteers and other service providers.
7. Ability to write and speak clearly and concisely.
8. Ability to handle a number of tasks at the one time, to prioritise and perform well under pressure in a busy and at times complex and unpredictable environment.
9. Demonstrated computer skills, particularly in the use of Microsoft Office programs.
10. Current Driver's Licence.
11. Knowledge of and/or experience working within a community-based organisation
12. Passion and respectful curiosity.

Desirable

- Tertiary qualifications in an appropriate discipline

Terms and conditions

- This position is a one year part time position; 37.5 hours per fortnight. Some out of hours and weekend work will be required
- Full time salary range is \$47919-\$50674 pa
- Due to our charity status we are able to offer eligible employees up to \$ 16,050 of their salary tax-free without paying Fringe Benefits Tax (FBT), as well as other tax free benefits. For full details of salary packaging, see <https://www.epacsalarysolutions.com/public/SalaryPackagingEmployees.aspx>
- Conditions of employment: ACSA's "Terms and Conditions of Employment", "Enterprise Bargaining Agreement 2007", "SACS Award" and current "Procedures and Policies".
- This position is subject to a six month probation period.

APPROVED

**Chief Executive
Officer**

Shane Dinnison

Signature



16/7/2010

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