



## Position Description

<b>Position Title</b>	Community Development Officer
<b>Department</b>	Early Intervention Services
<b>Program</b>	Counselling and Support Services for People Affected by the Disability Royal Commission
<b>Location</b>	Statewide
<b>Classification</b>	Level 4 of Relationships Australia Tasmania Employee Agreement 2015

### About Relationships Australia Tasmania

Relationships Australia Tasmania (RA Tas) is a leading provider of relationship support services. Our vision is for all Tasmanians to enjoy positive, respectful and fulfilling relationships. Our services are for everyone, regardless of race, social status, sexual orientation, gender identity or intersex status.

### Our Values

At Relationships Australia Tasmania we believe that we should be:

- Willing to Serve
- In it Together
- People Matter
- Looking Forward

### Position Summary

The role of Community Development Officer is to focus on promotion for, and accessibility of, the Counselling and Support Services for People Affected by the Royal Commission into Violence, Abuse, Neglect and Exploitation of people with Disability. Stakeholder Engagement Officer will be responsible for building on existing stakeholder relationships and creating new effective relationships to increase both community knowledge of the program and referral pathways. The position will require intra-state travel and involve a high level of outreach.

## Key Areas of Responsibility

- Develop and implement a marketing and promotions plan
- Develop and present required promotional material
- Build and sustain effective relationships with key stakeholders on behalf of RA Tas
- Contribute to the development and improvement of referral pathways
- Work with internal and external stakeholders to effectively conduct events and facilitate outsourced activities as required
- Any other duties as required and within the general scope of responsibilities of this position

## Position Relationships

<b>Supervisor</b>	Manager Support and Case Management (North/ North West or South)
<b>Direct Report(s)</b>	Nil
<b>Other(s)</b>	RA Tas staff, clients and external stakeholders

## Extent of Authority

Under direction from the Manager and the established protocols, policies, procedures and work instructions.

## Organisational Responsibilities

- Demonstrate professional workplace behaviours at all times in accordance with the organisation's Code of Conduct and Code of Ethics and adhere to all organisational policies, procedures, standards, practices and RA Tas values
- Assist RA Tas to create and maintain a safe and healthy work environment by working safely and adhering to all RA Tas Policy, procedures, standards and practices
- Actively participate in regular Supervision sessions in accordance with the RA Tas Supervision Model and positively engage in continued professional development activities
- Promote a workplace environment that supports the rights of all employees to live free from violence and adhere to the RA Tas Family Violence Support Policy at all times



## Selection Criteria

### Essential Requirements (Skills, knowledge, experience, qualification(s) and/or training)

1. An appropriate degree or diploma qualification and/or an equivalent combination of relevant experience, education and training.
2. Demonstrated understanding of using a trauma informed approach to improve outcomes for clients with complex needs, or ability to acquire this understanding
3. Well-developed interpersonal skills, including the ability to effectively negotiate and liaise with a broad cross section of internal and external stakeholders
4. Well-developed written communication skills with the ability to write project plans and other documentation to support the promotion of the program
5. Strong organisational skills including the ability to plan, work and manage time to meet project outcomes and deadlines
6. Ability to work as part of a team, the ability to respond to direction and the capacity to be self-directed
7. Ability to work within and positively advance the mission and values of Relationships Australia Tasmania

### Desirable Attributes

8. Current drivers' licence
9. An understanding of the not-for-profit sector

### Special Requirements

- The Tasmanian Government has issued a Public Health Direction in relation to people working in health care settings. As such this role requires the successful candidate to either be vaccinated against COVID-19, or to possess a medical exemption from vaccination
- Appointment to this position will be subject to a current Working with Children Registration and National Police Check
- Some interstate travel may be required in this position

### Working Conditions

- Some out of hours work may be required in order to satisfy operational requirements
- The position may involve working with people with challenging behaviours

### Approval

Michael Kelly  
CEO

November 2021

*Ideally a Position Description should be reviewed and updated as often as necessary.*