

Position Description

POSITION TITLE	COMMUNITY DEVELOPMENT OFFICER
LOCATION	Regional NSW
AGREEMENT/AWARD	Karralika Programs Single Enterprise Agreement 2010-2013
CLASSIFICATION	Pay Point Level 2.5 – 3.2
CONTRACTED HOURS & TERM	Full-time, 76 hours per fortnight Fixed term contract until June 2024, with the possibility of extension
RESPONSIBLE TO	Community Services Manager
RESPONSIBLE FOR	No line management responsibilities

Organisational Context

Karralika Programs Inc. has been operating quality alcohol and other drug treatment programs since the establishment of the Karralika Therapeutic Community Program in 1978.

Karralika has a justifiable reputation for the delivery of high quality, client-centred and responsive alcohol, and other drug treatment support services through a mix of residential programs, educational programs, and community-based services.

Our approach to recovery is multidimensional, supporting our clients to learn about themselves behaviourally, cognitively and emotionally to achieve and sustain positive living. Recovery is an active process of discovery where clients develop a sense of: hope, meaning and purpose for life, community and belonging; and positive identity and pride. We see the potential in every individual – employees, clients and stakeholders and seek to consult and engage individuals in all aspects of our operations. We actively empower and enable individuals to advise, co-design and refine services, programs, and operations so their fullest potential might be realised.

Vision

Our vision is to empower change and create new futures for optimal quality of life.

Mission

Our Mission is to provide specialist end-to-end drug and alcohol services to support the needs of individuals, families and communities.



POSITION PURPOSE

The Community Development Officer (CDO) will liaise with, and coordinate, the activities of the assigned Community Drug Action Teams (CDATs) in the region.

The CDO will support the assigned CDATs and assist them to meet regularly, participate in regional and state forums, and to develop, plan and execute activities for their local communities in line with the Regional Action Plans.

The CDO will provide comprehensive, timely and accurate information about the activities of their assigned CDATs to their Line Manager who will, in turn provide reporting to the CDAT Programs Manager.

Program Context

CDATS aim to make their local communities safer, healthier, and stronger by reducing the harms associated with the use of alcohol and other drugs.

Since 1999 CDAT volunteer groups made up of community members, staff from Local Health Districts and representatives from other government and non-government agencies, have been organising activities and developing resources aimed at strengthening their communities.

In 2021 there are more than 70 CDATs across NSW.

The NSW Ministry of Health secured funding to continue the CDAT Program in NSW, under new management. Over a three-year period, from 2021 to 2023, a Consortium of specialist alcohol and other drug organisations led by Odyssey House NSW will manage the program, supporting CDATs to deliver prevention activities and help reduce drug and alcohol related harm in their local communities. Along with Karralika Programs, the consortium includes Odyssey House NSW, The Buttery, and Bila Muuji Aboriginal Corporation Health Services Inc.

FUNCTIONAL RESPONSIBILITIES

KEY AREA	RESPONSIBILITY
Strategic Leadership and Management	<ul style="list-style-type: none"> • Understand and promote the vision and mission of Karralika Programs Inc. and represent the organisation effectively through various forums and activities; • Contribute to the strategic directions and broader organisational policies and objectives of Karralika Programs Inc. via consultative forums, sharing information and ideas to enhance the strategic direction of the organisation and to foster good governance and corporate systems; • Support the continued sustainability of the organisation through encouraging evidence-based innovation, quality service delivery, operational effectiveness and accountability; • Contribute to and coordinate the implementation of identified corporate and operational activities of the organisation's strategic plan; • Promote, encourage innovation and contribute to innovation systems within the organisation.
Program Delivery	<ul style="list-style-type: none"> • Work closely with assigned CDATs to support their operations and activities. • Support the development, planning and execution of activities for



	<p>assigned CDATs, working to ensure proposed activities meet criteria likely to lead to success (i.e., they are evidence based, measurable, and fit with the current regional priorities).</p> <ul style="list-style-type: none">• Support assigned CDATs to apply for funding to carry out their activities.• Support assigned CDATs to deliver and report on activities.• Work with the Line Manager and CEO to plan and conduct an annual Regional Forum and to develop a Regional Action Plan as a key deliverable of the forum.• When requested, work with the CDAT Program Manager to assist with the planning and execution of an annual State Forum.
Stakeholder Engagement	<ul style="list-style-type: none">• Attend all regular meetings of assigned CDATs, in person or virtually.• Develop and maintain strong relationships with the chairs and members of assigned CDATs.• Support the CDATs to enlist new members from among relevant local agencies and the community.• Engage with community members in prospective new CDAT locations with a view to establishing new CDATs in the region.• Develop and maintain relationships with relevant external stakeholders who can be supportive to individual CDATs or to the overall CDAT Program (e.g. LHD, NSW Police, Local Councils).
Reporting and Data	<ul style="list-style-type: none">• Ensure collection of relevant data from assigned CDATs, including performance against KPIs and financial acquittals.• Provide all relevant data as required to Line Manager / CEO for reporting to the CDAT Program Manager.• Promptly report any risks or issues that may impact on the delivery of the program to the Line Manager.
Leadership and Team Approach	<ul style="list-style-type: none">• Provide guidance and support to the chairs of assigned CDATs.• Team with other regional CDO to share experiences and resources as well as to stand in for one another when required.• Work within a team approach with CDOs and Line Managers from other Consortium partners on state-wide initiatives, as required.
Additional Responsibilities	<ul style="list-style-type: none">• Work within the CDAT Framework.• Undertake additional relevant activities to support the CDAT Program implementation and operations.• Undertake activities to develop knowledge and expertise in relation to professional skills and participate in ongoing professional development.• Participate in peer and clinical supervision processes.• Support and adhere to CDAT and Karralika Programs Policies and Procedures including WHS, Infection Control and pandemic response protocols.• Support and adhere to Karralika Programs Code of Conduct and Ethics, Privacy and Confidentiality and other Policies.• Fulfill other tasks and duties as required.
SELECTION CRITERIA	
Qualifications	<ul style="list-style-type: none">• Diploma or higher qualification in a relevant field (for example, AOD, Community Services, Health Promotion).• Current unrestricted NSW Drivers License• Current National Police Check• Current Working with Children Check (WWCC)



Experience	<ul style="list-style-type: none">• Experience working with local communities to achieve shared goals.• Experience working with volunteers.• Significant experience managing stakeholders and developing networks.• Experience developing and implementing activities including community-based activities.• Experience working within AOD or another relevant sector.
Skills and Knowledge	<ul style="list-style-type: none">• Understanding of community development, health promotion and AOD harm reduction principles and strategies.• Understanding of the principles of evidence-based practice.• Familiarity with the National Drug Strategy harm minimisation approaches (harm, supply and demand reduction).• Computer literacy including understanding of MS Office Suite, videoconferencing and use of Client Management Systems (CMS's)• Demonstrable verbal and written communication skills.• Demonstrable skill and understanding of working independently and showing initiative while operating within structures and guidelines.
Personal Attributes	<ul style="list-style-type: none">• Integrity – fulfilling duties and responsibilities, acting ethically and with integrity in all dealings and interactions• Collaborative, curious and courageous – must be able to function as an effective team member and have the curiosity to ask questions and the courage to persist in robust discussion with management where necessary• Emotional intelligence – as well as self-awareness and self-management, the ability to demonstrate empathy manifested through strong interpersonal skills. Must be able to work well in a group, listen well, be tactful and diplomatic yet able to communicate a cogent and candid viewpoint• Respectful – relationships are non-judgmental, respectful, and positive. Strong value placed in diversity – cultural, religious, gender, disability and in life experience, in those we support and work alongside.
INDIVIDUAL WORK	
Each staff member will have in place, in addition to the above responsibilities, an Individual Work Plan including job specific requirements, key objectives, performance indicators, targets and outcomes. The Work Plan will include a statement of team values and expected behaviours, and will document individual training, learning and development priorities. Biannual performance appraisals will be undertaken in each year.	