

# Job Description Form Community Engagement Worker (SS-021; SS-022)



Position Title	Community Engagement Worker		Position Number	SS-021; SS-022
Work Group:	Social Support			
Work Unit:	Social Support Unit			
Reports To:	Health Programs Coordinator			
Supervisory:	No			
Award	Aboriginal & Torres Strait Islander Health Workers & Practitioners & Aboriginal Community Controlled Health Services Award 2020 (Cth) NES Fair Work Conditions Contract of Employment			
Position Term	Ongoing – 37.5 hours per week			
DATE:	08.11.2022	No of Pages	5	
REVIEW DATE:	08.11.2023	STATUS:	Draft/Active/Under Review	
ENDORSED BY: (Chief Executive Officer)		DATE OF ENDORSEMENT	/ /	

## VISION STATEMENT

Bega Garnbirringu Health Services vision for the future is for a society in which Aboriginal and Torres Strait Islander people are not disadvantaged and share a quality of life with health standards and life expectancy equal to the non-Aboriginal and Torres Strait Islander community.

## MISSION STATEMENT

Bega Garnbirringu Health Service's mission include the development and maintenance of a robust and diverse organisation that will provide sustainable, culturally appropriate and holistic health services to the Aboriginal and Torres Strait Islander people.

Bega Garnbirringu Health Service will address the social determinants of health and provide for clinical, educational and preventative health services and the development and retention of the skilled workforce necessary to achieve its mission.

## ABOUT BEGA

Bega Garnbirringu Health Services (Bega) approaches health service delivery from a holistic perspective. This means that Bega seeks to close the gap in health outcomes for Aboriginal people through a multi-faceted approach that includes a high level of attention to the social determinants of health as well as clinical and primary health.

In order for this approach to be effective it is essential that all staff view their role through the eyes of the client and from a whole of organisation perspective. To this end it is essential that all employees be team oriented and prepared to work cooperatively in a multi-disciplinary

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environment. All employees must abide by their contract of employment and code of conduct and apply themselves to their duties with professionalism, integrity, ethical practice and with diligence.

The organisation has a strong commitment to the provision of services that are culturally appropriate and safe for Aboriginal clients.

## PURPOSE OF THE POSITION

To provide and facilitate support for our clients to access relevant services to address homelessness, substance misuse, violence and social dysfunction.

To promote individual and community wellbeing, reduce substance abuse through the provision of referral and access to culturally appropriate alcohol and other drug prevention, education, treatment, rehabilitation and aftercare services for the ATSI people of the Goldfields region, including Ninga Mia and Boulder camp.

Aboriginality is essential under Section 50D of the Equal Opportunity Act of 1984.

## KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

External:

- Liaise and maintain working relationships with a variety of organisations and stakeholder representative groups that align to the purpose of this position e.g. HOPE, GRSI.
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- Develop and maintain good client relationships as required.

Internal:

- Maintain close working relationships with the Community Engagement team, including Social Worker, Social and Emotional Wellbeing team (Psychologist, Counsellors);
- Maintains close working relationships with all BGHS employees.

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## RESPONSIBILITIES OF THIS POSITION

KEY RESULT AREA	POSITION RESPONSIBILITIES
Professional Services	<ul style="list-style-type: none"> <li>❖ Establish and maintain relationships with the target group;</li> <li>❖ Establish and maintain relationships and referral pathways with internal and external service providers that deliver AOD and other support services;</li> <li>❖ Facilitate 'wrap-around' case management to clients with social and/or emotional wellbeing concerns;</li> <li>❖ Provide education and awareness sessions to the ATSI community, covering issues – harm minimisation techniques and strategies, risks associated with alcohol and drug misuse;</li> <li>❖ Provide community development activities to promote inclusion and participation in healthier lifestyles;</li> <li>❖ Increase community awareness by providing education and support for dealing with substance misuse both in a family setting and within the community;</li> <li>❖ Facilitate regular community engagement activities for individuals and groups;</li> <li>❖ Ensure all services and activities are delivered in a culturally appropriate manner;</li> <li>❖ Work closely with other Bega programs to maximise community engagement activities and events;</li> <li>❖ Comply with Bega policy and procedures currently in practice or that may be introduced from time to time.</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>❖ Ensure all reporting is collected, submitted and meets KPI requirements for BGHS and relevant funding agreements;</li> <li>❖ Assist and or/provide regular reports as directed;</li> <li>❖ Ensure regular data is input into databased or other computer software/programs as required;</li> </ul>
Organisation and Administration	<ul style="list-style-type: none"> <li>❖ Plan and establish priorities to ensure effective use of time;</li> <li>❖ As a member of a small team, demonstrate flexibility in supporting delivery of services as/when required e.g. reception;</li> <li>❖ Contribute to the ongoing development of internal policy and procedures;</li> <li>❖ Attend and participate in staff meetings and complete staff surveys on request;</li> </ul>
Communication	<ul style="list-style-type: none"> <li>❖ Effectively communicate and maintain sound relationships with clients, stakeholders and all BGHS employee's;</li> <li>❖ Maintains confidentiality and demonstrate compliance with relevant Privacy Legislation;</li> <li>❖ Display respect, empathy and understanding with all employees, Board Members and other stakeholders;</li> <li>❖ Work collaboratively and cooperatively with team members to ensure quality outcomes;</li> <li>❖ Work collaboratively across organisation boundaries as required;</li> </ul>
Education	<ul style="list-style-type: none"> <li>❖ Attends relevant training courses and professional development including mandatory training as required by Bega;</li> <li>❖ Attends relevant conferences as per funding agreement.</li> </ul>

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Physical Environment and Safety	<ul style="list-style-type: none"><li>❖ Report and document incidents and accidents in accordance with Bega policies and procedures;</li><li>❖ Recognise potential hazards in the workplace and contribute to the development of strategies to remove or reduce the risk to an acceptable level;</li><li>❖ Maintain a safe environment for all employees within Bega;</li><li>❖ Adhere to correct fire safety procedures and attend fire drills as required;</li><li>❖ Ensure compliance with Occupational Safety and Health (OSH) policies and procedures as set by BGHS and as set out under the OSH Act 1984.</li></ul>
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## COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake this role. The profile is used for recruitment, performance review, planning, and training and development activities.

## QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE

### ESSENTIAL:

- Aboriginality under Section 50D of the Equal Opportunity Act of 1984;
- Qualification in Community Services and or related field;
- Demonstrated ability to develop strong and productive partnerships with the Aboriginal Community, Bega employees and liaise effectively with key stakeholders;
- Demonstrated skills in implementing and managing community events/programs;
- Well-developed written and verbal communication skills, including the ability to relate well to team members and a broad range of client needs;
- Demonstrated commitment to confidentiality and a high level of accuracy;
- Well-developed problem-solving skills and the ability to effectively determine priorities to ensure deadlines are met;
- Work effectively as a member of a team in an environment of competing priorities; and
- Current Working With Children Check & Police Certificate (valid within 3 months)
- WA "C" Class drivers' licence;
- Ability to travel and stay overnight/s

### DESIRABLE:

- Proficient computer knowledge and skills



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## Conditions of Appointment:

Provide Bega Garnbirringu Health Service with the following requirements prior to commencement of employment;

- Valid Working with Children Check (WA)
- National Criminal History Check Certificate (Police Clearance - valid within 3 months)

## EMPLOYEE

I (Full Name) \_\_\_\_\_ have sighted and accept this duty statement and acknowledge the expectations that will be held of me in relation to my role at Bega.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_