

POSITION DESCRIPTION			
<b>Position</b>	<b>Community Readiness Officer</b>		
<b>Reporting to</b>	Program Lead – Care2Prepare		
<b>Location</b>	Central Coast, Gunnedah or Shoalhaven		
<b>Award conditions</b>	SCHADS, Level 5. Part Time 22.5 hour per week		
<b>Position Statement</b>	Community Readiness Officers will map local services, research local natural disaster response plans and procedures, and liaise with key community stakeholders to identify opportunities to improve the inclusion of people with disability, older people and carers in natural disaster planning and responses in the Central Coast, Shoalhaven and Gunnedah local government areas (LGAs).		
<b>Police Check Required</b>	Yes	<b>WWCC Required</b>	Yes
<b>Accountabilities &amp; Responsibilities</b>			
<b>Service Identification</b>	<ul style="list-style-type: none"> <li>Identify and establish collaborative relationships with local government, business and community stakeholders involved in natural disaster preparedness and response</li> <li>Research local natural disaster preparedness and response plans, initiatives and information</li> <li>Assess opportunities to improve responses to the needs of people with disability, older people and carers in the local area</li> <li>Contribute to reporting against Carers NSW grant funding requirements</li> </ul>		
<b>Community Development</b>	<ul style="list-style-type: none"> <li>Develop and maintain community partnerships to improve local capacity to plan for, and respond to, the needs of people with disability, older people and carers in natural disasters</li> <li>Coordinate the promotion and delivery of annual Community Readiness workshops</li> <li>Work with key community stakeholders to identify opportunities to improve their practice</li> <li>Develop evidence-based resources to support local stakeholders to deliver more inclusive and integrated natural disaster risk reduction</li> <li>Promote awareness of the program through presentations, informal meetings and dissemination of resources in the local area</li> <li>Attend forums or networking activities to promote the project, and Carers NSW services more broadly</li> </ul>		
<b>Reporting</b>	<ul style="list-style-type: none"> <li>Develop and maintain effective records regarding stakeholder contact information and engagement activities</li> <li>Collect required monitoring and evaluation data for project activities and provide summaries to management in a timely manner to support reporting milestones</li> <li>Maintain program information accurately into the CRM in accordance with program requirements</li> <li>Collect information and keep records in accordance with any legislated mandatory reporting and privacy laws</li> </ul>		

<b>Organisational citizenship and team work</b>	<ul style="list-style-type: none"> <li>• Demonstrate an active, dedicated commitment to the Carers NSW Vision and core principles.</li> <li>• Actively seek to understand, communicate and support Carers NSW vision and organisational goals to all stakeholders, internally and externally.</li> <li>• Ensure a high level of confidentiality and integrity, liaise with others in a professional, respectful and constructive manner.</li> <li>• Participate in Carers NSW initiatives, projects and events.</li> <li>• Attend staff meetings and unit meetings and all staff conferences.</li> <li>• Support volunteers who assist in the work of the unit.</li> <li>• Assist in cross-unit project activity.</li> <li>• Assist with the general operations of the organisation.</li> </ul>
<b>Professional development</b>	<ul style="list-style-type: none"> <li>• Attend relevant group seminars and training sessions</li> <li>• Develop individual program for professional development in consultation with Manager</li> </ul>
<b>Quality Improvement</b>	<ul style="list-style-type: none"> <li>• Demonstrates ongoing commitment to the Carers NSW Vision, Values, Strategic Plan, and Business Plan</li> <li>• Understanding and commitment to continuous improvement processes</li> <li>• Understanding of and compliance with Carers NSW Policies and Procedures</li> <li>• Undertakes quality improvements to ensure policies and processes are best practice for quality outcomes to be achieved</li> <li>• Compliance with all other legislative requirements</li> </ul>
<b>Diversity &amp; Inclusion</b>	<ul style="list-style-type: none"> <li>• Has the capacity and understanding to work with and support diverse populations</li> <li>• Recognises the rights of others and respects difference in all its forms</li> <li>• Is committed to social justice and social inclusion</li> <li>• Values diversity as a strength and positively utilises diversity</li> </ul>
<b>Work Health and Safety</b>	<ul style="list-style-type: none"> <li>• Understanding and compliance with all relevant WHS legislation</li> <li>• Take reasonable care to protect your health and safety and the health and safety of others.</li> <li>• Report all safety hazards, incidents, near misses and injuries</li> <li>• Maintain a clean and orderly work area</li> <li>• Actively participate in safety improvement activities</li> </ul>
<b>Selection Criteria</b>	
<b>Essential qualities</b>	<ul style="list-style-type: none"> <li>• Extensive knowledge and understanding of social services, aged care/disability system including the local networks of services available in the region</li> <li>• Demonstrated experience in community engagement, ideally gained across a culturally diverse group or a geographically diverse area</li> <li>• Well-developed written and oral communication skills</li> <li>• Knowledge of social and demographic features, common challenges and geography of part or all of the region (Central Coast, Shoalhaven or Gunnedah)</li> <li>• Ability to work autonomously whilst still meeting the operational and delivery needs of the business</li> <li>• Understanding of and commitment to carer issues and needs</li> <li>• Current NSW drivers licence and the capacity to travel across the region</li> </ul>
<b>Desirable Qualities</b>	<ul style="list-style-type: none"> <li>• Existing connections with service providers in the region</li> <li>• Demonstrated experience in the use of and maintenance of databases</li> <li>• Understanding of carer support programs provided by Carers NSW under the Carer Gateway.</li> </ul>

**I have read and understand the requirements of this role as described in this document**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date