Project Officer – CAIF Project

Comm Unity Plus Services Ltd (formerly known as Community West VIC Ltd) delivers a range of early intervention and prevention programs focusing on informing and engaging with our community through high quality Adult Education, Neighbourhood House, Legal (through the Brimbank Melton Community Legal Centre) and Family Support programs as well as community engagement and development activities. The Corporate Program offers operational and strategic program expertise and support to all internal programs of commUnity+ and other external social enterprise projects.

**Position Objective:** The Project Officer will be responsible for the implementation, evaluation and reporting of the Capacity and Innovation Fund (CAIF) Project.

This project will address issues of access to education for women who have exited prison, and/or experienced family violence, homelessness, have mental illness, drug and alcohol problems and have other complex social needs. The project will design the pre-accredited program by addressing the barriers identified and engage their participation in the development and implementation of the pre-accredited programs in their local area.

**Part A: Organisation**

<table>
<thead>
<tr>
<th>Comm Unity Plus Services Ltd Vision and Values</th>
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<tr>
<td><strong>Our Vision:</strong></td>
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<tr>
<td>Safe and vibrant communities where people are engaged, respected and in charge of their future.</td>
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<tr>
<td><strong>Our Values:</strong></td>
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<td><strong>Responsive:</strong> We will listen to our diverse communities, measure impacts and make informed decisions about the services we provide</td>
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<td><strong>Empowering:</strong> We will respect the strength of our communities and collaborate to deliver holistic services</td>
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<td><strong>Accountable:</strong> We will be responsible and self-reflective. We will acknowledge and celebrate achievements</td>
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**Part B: Position Specifications**

| Position Title | Project Officer – CAIF |
Duties & Responsibilities

Capacity and Innovation Fund Project (CAIF)

Funded by ACFE Board

This project will aim to achieve the following:

- Develop and design the program in consultation with the women at risk.
- Design screening tools that can be incorporated during the initial pre-training assessment process to identify the additional needs of the women to provide referrals and link them to relevant support services.
- Provide professional development for the trainers to understand the women at risk needs and vulnerability and the services they can access to support these women at risk.
- Deliver the programs in the local catchments where women feel safe and can easily access the program.
- Provide child care and offer additional social support for the women along with the education programs.
- Collaborate and partner with relevant support services with community and social welfare agencies so that additional provision of information can be delivered for the women along with the pre-accredited programs eg. Financial literacy for budgeting, child support, debt negotiations, healthy eating etc.
- Pre-accredited programs should be engaging, interactive and take into account the special learning needs of the women who may have experienced trauma due to the risk factors.
- Assist the women to identify education pathways or employment opportunities following their course.
- Engage the women though the ongoing evaluation process to support the modification of the course if required and also the entire project to document the best practice model.
- Share the knowledge and partner with other learn locals in the City of Brimbank to deliver similar programs after the pilot project.
- Document the learning and the model and share with other learn locals in the State.
- Offer ongoing professional development to learn locals to co-design and deliver.
A detailed project plan has been developed and the Project Officer is required to execute the actions in the project plan with the support of a steering committee. The project should be completed by 30 June 2018.

Other Requirements
- Participate in meetings as required.
- Other duties as requested by the CEO.
- Perform other duties as directed in keeping with the role.

Responsibility towards Comm Unity Plus Services Ltd
- Demonstrate the values of Comm Unity Plus Services Ltd.
- Promote the services and programs of Comm Unity Plus Services Ltd in the context of Comm Unity Plus Services Ltd philosophy and objectives.
- Actively participate in and contribute to regular staff meetings and other Comm Unity Plus Services Ltd meetings.
- Ensure compliance with policies and procedures of Comm Unity Plus Services Ltd.
- Comply with legislative requirements.
- Work collaboratively with other staff and volunteers across the organisation.

Key Selection Criteria
The person for this position will have demonstrated experience in:
1. Experience in a working in the family violence and prison programs.
2. Excellent knowledge and understanding of casework management and project management principles.
3. Independently managing time, prioritising and planning work to meet set timelines in an environment of competing priorities.
4. Effective stakeholder and communication strategies to manage complex relationships.
5. Effectively communicating with, and relating to, a wide range of people in the community and within an organisation. This includes demonstrated application of highly developed oral and written communication abilities in the areas of negotiation, conflict resolution and relationship development.
6. Report writing skills and collecting data.
7. Completing acquittals in a timely manner.

Qualifications
**Mandatory**
- Appropriate tertiary qualification.

**Desirable**
• Project management experience.
• Knowledge and experience having worked in community organisations or public sector in similar roles.
• Membership with relevant professional body.

Other Information

• Comm Unity Plus Services Ltd is an Equal Opportunity employer.
• Travel in the course of duties and to attend training may be required. Some travel and duties may occur outside usual business hours.
• Staff may be required to work from any Comm Unity Plus Services Ltd site.

Acknowledgment for Receipt of Position Description

I have received a copy of the Position Description and have read and understand its contents. I understand that this position description is an indication of the duties and responsibilities that I may be required to undertake. From time to time, I may be required to undertake other duties within my skills and experience.

Name (please print):____________________________________

Signature: ___________________________ Date: ________________