

| POSITION DESCRIPTION | |
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| Position Title | Aboriginal Senior Project Officer |
| Position Summary | This position engages with specialist homelessness services to ensure culturally safe and competent service responses for Aboriginal and Torres Strait Islander service users and communities. |
| Reports To | Industry Development Lead |
| Direct Reports | Nil |
| Financial Delegation | Nil |
| Award | <i>Social, Community, Home Care and Disability Services Industry Award 2010</i> Social and Community Services Employee, Level 6.1 |
| Last Review | February 2023 |
| Approved By | CEO – Trina Jones |

Key Duties and Responsibilities

- Design and deliver regular engagement with Aboriginal and Torres Strait Islander workforce across NSW specialist homelessness services to understand challenges and opportunities for sector wide service improvement.
- Support the development and implementation of projects that increase the cultural competency of specialist homelessness services in NSW.
- Promote and increase adoption of the ACCORD across NSW including evaluating its impact and success through regular engagement with services.
- Contribute to the strategic direction, implementation, and delivery of Homelessness NSW initiatives on issues impacting first nations communities
- Increase visibility of homelessness NSW advocacy and evidenced based solutions through active participation in reference groups and advisory committees intersecting with homelessness services.
- Manage the planning and delivery of projects, applying sound project management principles to deliver project goals, outcomes and performance reports.
- Develop and maintain collaborative and effective relationships with relevant stakeholders including relevant Aboriginal Community Controlled Organisations and communities, Government Departments, members of Homelessness NSW and other non-government organisations.
- Continuously monitor and evaluate project implementation and progress towards goals, identifying and addressing issues, potential issues and opportunities for improvement.
- Establish and maintain strong up-to-date knowledge of relevant standards, laws and policy developments that may apply to projects.
- Perform administrative duties necessary to achieve key duties and responsibilities, such as report writing, record keeping, scheduling meetings and promotion.
- Take reasonable care of your own health and safety, and take reasonable care that your acts or omissions do not adversely affect the health and safety of other workers or clients.
- Ensure appropriate and respectful workplace behaviour at all times and promote a working environment which is free from discrimination, bullying and harassment.
- Undertake any other tasks, duties or specific projects within your area of skill and expertise, as required by Homelessness NSW.

Selection Criteria

Required experience, skills and personal attributes

- Demonstrated commitment and capacity to promote the rights interests and aspirations of Aboriginal people.
- Demonstrated experience in community engagement in an Aboriginal community context. Experience working in homelessness favourable.
- Excellent interpersonal and oral communication skills with the ability to build effective relationships with Aboriginal peoples and communities and to collaborate to achieve their objectives.
- Effective project management skills with well-developed time management skills to plan workload, prioritise and meet deadlines.
- High quality project management skills, with ability to priorities and meet deadlines.
- Experience facilitating groups and workshops and preparing meeting papers and agenda
- Excellent written and verbal communication skills.
- Ability to work in partnership with a range of stakeholders, particularly Aboriginal organisations and communities, to collaborate and problem solve.
- Ability to manage confidential and sensitive issues.

Key training, qualifications and licences

- Tertiary qualifications in social welfare/ social work, community work and / or five (5)+ years relevant experience.
- National Police Check.
- Driver's Licence.

Identified position

This is an Aboriginal identified position. Homelessness NSW considers that being Aboriginal is a genuine occupational qualification under s 14 of the Anti-Discrimination Act 1977 (NSW). Applicants must be of Aboriginal or Torres Strait Islander descent (pursuant to Section 14 (d) of the Anti-Discrimination Act) and confirmation of Aboriginality will be required.

Selection Criteria

I have read this position description and fully understand the requirements outlined. I understand that this is to be used as a guide for the requirements of my role and that I will also be responsible for performing other reasonable duties as assigned.

Employee Signature

Date

Printed Name