

Mission Australia

About us:	<p>Mission Australia is a national Christian charity that has been helping vulnerable Australians move towards independence for over 160 years.</p> <p>We've learnt the ways for people to become more self-sufficient are different for everyone. This informs how we support people by combatting homelessness, assisting disadvantaged families and children, addressing mental health issues, fighting substance dependencies, and much more. Our team applies different approaches, alongside government, our corporate partners and everyday Australians who provide generous support.</p> <p>Together, we stand with Australians in need until they can stand for themselves.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	To reduce homelessness and strengthen communities.

Position Details:

Position Title:	Community Engagement Assistant
Classification:	Community Services Employee
Level:	Level 1
Function:	Service Delivery
Reports to:	LAC Community Engagement Facilitator
Position Purpose:	The Community Engagement Assistant role exists to support the Community Engagement Facilitator to undertake engagement and awareness activities in relation to the National Disability Insurance Scheme (NDIS) across Cairns Region.

Position Requirements (What are the key activities for the role?)

Key Result Area 1	Service Sector Engagement
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Build connections to the community that may be useful to build community economic and social opportunities for people with disability; Implement activities as prescribed in the Community Capacity Building Plan and Community Engagement and Awareness Plan. 	<ul style="list-style-type: none"> Community and mainstream service capacity is strengthened; Mainstream services and community sector understand the role of the LAC and the scheme; NDIS requirements are complied with.

Key Result Area 2	Community Engagement
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Assist with implementation of activities as prescribed in the community capacity building plan and community engagement and awareness plan; Support the Community Engagement Facilitator and other LAC staff assigned to community engagement/ capacity building tasks; Engage with community members, service users, participants and other stakeholders where required. 	<ul style="list-style-type: none"> Community and mainstream service capacity is strengthened; LAC staff focusing on community engagement/ capacity building roles are supported and effectively coordinated; The community understands diversity within communities as well as the needs and possible supports for different cohorts of people with disability; NDIS requirements are complied with.
Key Result Area 3	Administration
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Complete a range of administrative tasks to support the community engagement facilitator and LAC data collection; Complete a range of other administrative duties for the efficient running of the service. 	<ul style="list-style-type: none"> All required administration tasks are completed accurately and in a timely manner.

Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace;
- Ensure required workplace health and safety actions are completed as required;
- Participate in learning and development programs about workplace health and safety;
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries.

Purpose and Values

- Actively support Mission Australia’s purpose and values;
- Positively and constructively represent our organisation to external contacts at all opportunities;
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
- Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;
- Follow reasonable directions given by the company in relation to Work Health and Safety;
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries;
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards;

- Actively support Mission Australia's Reconciliation Action Plan.

Recruitment information

Qualification, knowledge, skills and experience required to do the role

Essential

- Verbal and interpersonal communication skills that permit the incumbent to actively engage with internal and external stakeholders to raise awareness of the NDIS and Mission Australia's role as Partner in The Community for the NDIA in Cairns Region.
- Capacity to assist with setting up and packing up for community events including manual handling of equipment and resources.

Desirable

- Lived experience of disability encouraged

Key challenges of the role

- Fostering a basic understanding of Mission Australia's LAC role in the community;
- Assisting the Community Engagement Facilitator and Mission Australia LAC staff members to engage with local community and mainstream services in ways that develop and improve inclusion of people with a disability;
- Building and maintaining effective working relationships with internal and external stakeholders.

Compliance checks required

Working with Children	<input checked="" type="checkbox"/>
National Police Check	<input checked="" type="checkbox"/>
Vulnerable People Check	<input checked="" type="checkbox"/>
Drivers Licence	<input type="checkbox"/>
NDIS On-Boarding requirements	<input checked="" type="checkbox"/>
Other (prescribe)	<input type="checkbox"/> _____

Approval

Sarah Brown

16/7/19