

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Health & Wellbeing Officer – Justice and Reinvestment, Food Security	Department	Justice and Reinvestment
Location	Adelaide	Direct/Indirect Reports	Volunteers
Reports to	Coordinator - Justice Programs and Reinvestment	Date Revised	February 2020
Industrial Instrument	SA Enterprise Bargaining Agreement		
Job Grade	Job Grade 3	Job Evaluation No:	

■ Position Summary

The focus of this position is to provide effective coordination, operational management and delivery of food security initiatives within the Justice and Reinvestment team. The initiatives aim to increase the health, wellbeing and social connectedness of communities in areas of identified disadvantage and contact with the justice system. The position will have a strong focus on health and wellbeing and will use community development principles to support the implementation and progress of initiatives particularly for individuals moving them away from contact with the Justice System, and for Aboriginal and Torres Strait Islander communities.

The position will also lead and coordinate volunteers to ensure that the programs can efficiently and positively provide the relevant services to clients. These volunteers will support people who have had contact with the youth and adult justice sectors to reduce isolation, enhance community engagement and enable higher levels of wellbeing.

■ Position Responsibilities

Key Responsibilities

- Participate in the planning, development, implementation and evaluation of the FoodREDi Project with a focus on supporting individuals and families in contact with the justice system, and Aboriginal and Torres Strait Islander communities.
- Identify and act on opportunities for innovation and service development in the areas of peer based training and education.
- Support the development and sustainability of regional food security projects in the Mid North, South East, and the APY lands.
- Maintain strong relationships and linkages with relevant industry groups, service providers and stakeholders.
- Ensure appropriate support is provided to volunteers including regular debriefing and troubleshooting.
- Coordinate the operational aspects of the program, including maintaining training resources and equipment.
- Deliver courses and programs in a range of settings.
- In collaboration with the Justice and Reinvestment team, identify strategies and opportunities to diversify programs to enable them to be more inclusive and accessible to individuals and communities.
- Maintain client and program records in the Client Case Management Systems and Program Information Management Systems.
- Ensure accurate records for data collection and measurement.
- Produce various written reports where required, including regular monthly reports.
- Provide project support and assistance to the Coordinator.

- Stay abreast of key developments in the sector including relevant research and publications produced on areas of relevance.
- Work with the Coordinator to align program deliverables with the strategic directions for Red Cross services.
- Some out of hours work will be required.
- Some regional and interstate travel will be required.

■ Position Selection Criteria

Technical Competencies

- Ability to communicate effectively with a diverse range of people, including external stakeholders, service providers and young people from varying cultural and linguistically diverse backgrounds.
- Ability to develop positive relationships and relate to a range of people at all levels including funding bodies, volunteers, staff, schools, students and government departments.
- Group facilitation and/or training skills.
- Ability to exercise initiative, discretion and judgment in working both independently and as part of a team.
- Ability to be self-directed with high organizational and planning skills, with a demonstrated ability to prioritise a demanding workload.
- Sound computer skills, intermediate word processing skills, spreadsheet and database use skills.
- Knowledge and understanding of a harm minimisation approach in relation to alcohol and other drug use and mental health.
- Demonstrated understanding of government and not-for-profit sectors and drug and alcohol related issues affecting young people.
- Demonstrated knowledge of community development principles and practices.
- Program development experience would be advantageous.
- Knowledge of the South Australian justice, corrections and community services sectors would be advantageous.
- Ability to adapt to evolving work environments whilst maintaining a flexible and professional work ethic and approach.

Qualifications/Licenses

- A current SA Driver's license or equivalent.
- Be trained in FoodREDI™ or be willing to undertake training.
- DHS Working with Children Check.

Behavioural Capabilities

- **MODEL | Value Diversity | Promotes respect for diversity and human dignity**
Appreciates the diversity of Red Cross's people and clients | Considers the impact of words and behaviour when interacting with others | Is sensitive to others feelings | Listens to and acknowledges others thoughts and feelings.
- **ACHIEVE | Change, Adapt and Innovate | Improves processes or programs through demonstrating flexibility and innovation**
Accepts new ideas and change initiatives | Works to support the implementation of change locally | Understands how change impacts open role and adjusts activity accordingly | Adjusts to change positively | adapts work style to suit change circumstances.
- **ACHIEVE | Plan and Implement | Effectively scopes, plans and implement work activities**
Clarifies individual work expectations and objectives | Understands the relationship between various work activities | Understands basic project management methodology | Effectively plans, implements and monitors own work plan | effectively manages own time.

- **COLLABORATE | Teamwork and Collaboration | Works with others to achieve shared goals**

Collaborates with team members to achieve shared outcomes | Actively participates in team decision making | Contributes to team outcomes | Demonstrates an understanding of the links between personal goals, team goals and organisational goals | Consistently participates in team building activities | Demonstrates effective team behaviours such as respect, integrity, honesty, trust and support.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:

Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality

- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters