

POSITION DESCRIPTION

COMMUNITY ENGAGEMENT OFFICER

Employment Framework: Social and Community Services (Western Australia) Interim Award Level 5.

PRIME FUNCTION / KEY RESPONSIBILITIES:

CoMHWA's Community Engagement Officer promotes CoMHWA membership and activities, and engages with community and individuals in group settings.

CORE SKILLS AND ATTRIBUTES FOR THIS POSITION

- **Values driven:** The capacity to demonstrate kindness, respect, integrity, social justice, connection, courage.
- **Punctuality and dependability:** The capability to be dependable, manage time, and keep commitments.
- **Organisational skills:** The motivation and ability to effectively implement systems to improve the efficiency and effectiveness of the organisation.
- **Communication and Interpersonal Skills:** The ability to be solutions focused and communicate in either written or verbal form to enhance relationships with members, staff and external stakeholders.
- **Quality improvement and flexibility:** Willingness to look for ways to improve and promote quality and equity; demonstrating accuracy and thoroughness while maintaining flexibility.
- **Initiative:** The ability to be resourceful and proactively take action.

BRIEF STATEMENT OF DUTIES / PERFORMANCE AREAS

A. COMMUNITY ENGAGEMENT

- Promote CoMHWA membership and support member events, year round.
- Coordinate consumer activities, including external promotional stalls.
- Identify and maintain stakeholder relationships for hard to reach areas such as inpatient wards and hospitals.
- Provide regular engagement opportunities to community groups and individuals who may not otherwise engage with CoMHWA.
- Support the production of effective stakeholder engagement communications and resources to promote CoMHWA and our wider services.
- Provide administrative support to the Administration Manager and team as required.
- Assist CoMHWA members with general enquiries such as becoming a member or booking in for training sessions.

- This role may be required to sit on advisory committees or reference groups as a consumer representative of CoMHWa.

C. QUALITY IMPROVEMENT

- Identify continuous improvement opportunities within community settings.
- Participate in ongoing evaluation and quality improvement activities in CoMHWa.
- Participates in professional and performance development programs as required.

D. GENERAL

- Conduct all activities in compliance with relevant legislation including Equal Employment Opportunity, Occupational Health and Safety, Carers Act and all policies, procedures and guidelines as determined by CoMHWa from time to time.
- Perform other duties as required by the CEO and the Administration Manager.

Reporting Relationships:

This role reports directly to the Administration Manager.

SELECTION CRITERIA

QUALIFICATIONS

Relevant tertiary qualifications or equivalent level of expertise gained from a combination of experience, training or professional accreditation.

ESSENTIAL MINIMUM REQUIREMENTS

- It is a genuine occupational qualification of this position to have a lived experience of mental health/social and emotional wellbeing issues and recovery in accordance with section 66(s)(c) of the Equal Opportunity Act 1984.
(Note: CoMHWA uses a trauma-informed recruitment approach. You will not be asked to disclose personal details of your experiences. A simple self-declaration will be used to confirm eligibility, with optional opportunities to reflect on how lived experience informs your practice.)
- Demonstrated ability to build strong relationships with stakeholders, including consumers, service providers and hospitals.
- Demonstrated high level interpersonal and communication skills with a strong team and member focus.
- Demonstrated planning, time management and organisational skills, especially in relation to events.
- Demonstrated experience in establishing priorities, exercising initiative and discretion, and managing competing deadlines.
- High level general computer and digital literacy skills.
- Ability to work autonomously, use initiative and as part of a team to accomplish shared goals.

DESIRABLE REQUIREMENTS

- Experience in working in a not-for-profit organization.
- Experience facilitating in group settings.

Research shows that candidates from underrepresented groups (Aboriginal, Torres Strait and Pacific Islander peoples, people of colour, women, non-binary and gender diverse people, LGBTQIA+ communities, and people with disability) often do not apply for roles if they do not meet all the criteria – unlike majority candidates meeting significantly fewer requirements. We strongly encourage you to apply if you are interested, we would love to know how you can contribute to our team with your unique experiences.

APPOINTMENT FACTORS / PREREQUISITES:

- Current valid drivers license;
- National Police Certificate - maximum 3 months old or ability to obtain new;
(**Note:** – CoMHWa understands that some people with lived experience may have had distressing engagements with police and justice systems in their past, and we do not consider that this should be an automatic reason to exclude people from work. Depending on the record, there may be a follow up discussion between yourself and a CoMHWa staff member. CoMHWa will keep details of the record confidential.)
- Working with Children Check (mandatory funding requirement);
- Certification of qualifications (if applicable);
- Fully vaccinated against infectious diseases in line with advice from Department of Health.

POSITION TYPE / REMUNERATION

POSITION TYPE AND TERM

Position type: Part-time, contract
Position term: Fixed term to 30th June 2027

A full-time equivalent position (1.0 FTE) at CoMHWa is seventy-five (75) hours per fortnight.

FTE for this position:	0.4
Hours per fortnight:	30

REMUNERATION

Salary: \$97,211 (1FTE)
Superannuation 12%

- * Salary packaging / sacrifice is available on approval from the Chief Executive Officer. CoMHWa is classified as a Health Promotion Charity by the Australian Taxation Office. Fringe Benefits Tax exempt salary sacrifice is available on approval from the Executive Director to a maximum of \$30,000 grossed up per annum.

Please refer to the Australian Taxation Office website <http://www.ato.gov.au/nonprofit> and follow the links for further information.