



BINC
Bribie Island Neighbourhood Centre

**APPLICATION PACKAGE – Community Engagement Worker – Seniors Wellbeing Service (SWS) –
PART TIME**

Applications are open for the position of a Community Engagement Worker – Seniors Wellbeing Service (SWS) at BINC. This is a part time position for 15 hours per week spread over 3 days, based at the Bribie Island Neighbourhood Centre.

To provide opportunities for people aged 60 and over in Bribie Island and surrounding communities who are experiencing or at risk of experiencing of social isolation with activities and opportunities to strengthen their personal and community connectedness.

BINC operates in accordance with its Mission Statement, Practice Framework Policy and Operating Principles. All staff and volunteers adhere to Privacy and Confidentiality requirements, a Code of Conduct and actively participate in organisational planning and development.

The position is based at *Bribie Island*. Use of your own car will be required and will be reimbursed as per the Social Community, Home Care and Disability Services Industry Services Award. BINC is committed to flexible workplace practices.

Key Selection Criteria for this role is:

- Demonstrated understanding of Social Justice principles
- A high degree of professionalism and well-developed interpersonal skills with a capacity to build effective relationships with a wide range of people.
- Well-developed communication and computer skills
- Demonstrated understanding of the needs, issues and sensibilities of all people – particularly seniors, including those from culturally and linguistically diverse backgrounds and First Nations People.
- Demonstrated ability to coordinate programs
- Demonstrated ability to plan, implement and conduct activities for individuals and groups, particularly for seniors.
- Demonstrated ability to work in a team environment.

The following documents are enclosed:

1. Position Description

In no more than two pages, your application should address the **selection criteria** and outline your suitability for the role. Please include a current resume in your application. Applications are to be lodged by email or in person, clearly marking the subject line “Confidential, Community Engagement Worker – Seniors Wellbeing Service” and email to management@binca.com.au

Closing date for applications is 30th September 2024. Any enquiries for this position can be directed to Cecelia Taylor, on 07 3408 8440.

Kind regards,

Cecelia Taylor
Manager



BINCA
Bribie Island Neighbourhood Centre

- Position:** Community Engagement Worker – Seniors Wellbeing Service (SWS)
- Reports to:** Centre Manager
- Hours:** This is a permanent part-time position for 15 hours per week.
- Classification:** The provisions of the Social, Community, Home Care and Disability Services Industry Award 2010 (Subject to Pay Equity Regulation 316) Level 4
- Type of Position:** Permanent Part time.

This position is subject to funding under the Seniors Social Isolation Program of the Queensland Government.

Purpose of the Role:

To provide opportunities for people aged 60 and over in Bribie Island and surrounding communities who are experiencing or at risk of experiencing of social isolation with activities and opportunities to strengthen their personal and community connectedness.

Organisational Environment:

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The position is based at *Bribie Island*. Use of your own car will be required and will be reimbursed as per the Social Community, Home Care and Disability Services Industry Services Award. BINC is committed to flexible workplace practices.

Main Duties and Responsibilities:

The *Community Engagement Worker - SWS* will undertake the following duties:

General Responsibilities

- Plan, coordinate and deliver a range of social and personal development activities that responds to the needs of the target group.
- Coordinate and support volunteer involvement in the program.

Duties:

1. Plan and implement a calendar of social and personal development activities that include but are not limited to morning teas with

educational/learning component (guest speakers), bus trips/outings, other centre-based activities.

2. Respond to enquiries and requests for community information and referral from the client group
3. Build and maintain effective working relationships and communication processes with internal and external services and stakeholders to benefit clients and enhance program delivery.
4. Network with other similar programs with a view to working collaboratively in response to client need and in planning of identified projects e.g. Seniors Week.
5. Recruit, train, supervise and coordinate volunteers in various program roles, including regular skills workshops to maintain a connected team.
6. Develop, implement and maintain systems to support program operations e.g. rosters, calendars, bookings, statistics.
7. Provide monthly reports to Centre Manager.
8. Provide reports as required by the funding body via P2i/OMS.
9. Review and evaluate all program events and activities in keeping with a best practice approach.
10. Comply with agency, program and legislative requirements.
11. Work cooperatively and collaboratively with other internal programs to support a holistic and integrated client response.

Delegated Authorities:

Nil

Qualifications, Professional Memberships, Experience:

Minimum of two years' experience working within the community sector with experience in the delivery of seniors' programs.

Other requirements:

- Driver's licence
- A Working With Children (called a Blue Card in Queensland)
- A Working With Vulnerable People (WWVP) check.
- A first aid certificate and cardiopulmonary resuscitation (CPR) certification highly regarded.

Key Selection Criteria:

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