

POSITION DESCRIPTION

Position Title	Community Development Worker – Dementia Support Services
Award	Social, Community, Home Care & Disability Services Industry Award 2010
Salary	Remuneration is in accordance with the above award and dependent on qualifications and experience.
Salary Packaging	Salary Packaging is offered with this position.
Employment Type	Full time.
Contract Type	Fixed term, until 30 th June 2026.
Position reports to	Coordinator Dementia and Counselling Services
Location	7 Union Street, Brunswick 3056, and any other location as per the needs of the organisation.
Recommended	<ul style="list-style-type: none"> • Obtain full COVID-19 vaccination, unless certified to be exempt by a certified health professional. • Fully influenza vaccinated.

Organisation Background

PRONIA, meaning “to provide” is an established community services agency with a rich 50-year history servicing the needs of the culturally and linguistically diverse backgrounds, including the Australian-Greek community. We advocate for the vulnerable and provide innovative services to meet current and emerging multicultural community needs.

PRONIA’s programs focus on providing direct services, including counselling, information provision, and crisis intervention, community education as well on the delivery of specialist services in aged care, disabilities, family, and children’s programs. All services are delivered in a linguistically and culturally appropriate manner with a commitment to enhance individual’s capacity and build community capital.

Our Vision

An inclusive society where people from Greek and other backgrounds can be supported to live their best lives.

Our Statement of Purpose

To empower vulnerable members of the Australian - Greek Community to reach their full potential. This will be achieved predominantly by undertaking service provision and complimented by ancillary services, which support our clients including advocacy, policy development and research in an innovative, culturally, and linguistically appropriate manner.

Role Purpose

The purpose of this position is to engage with the Greek communities of Melbourne and Tasmania to develop and implement a broad range of activities and events that aim to inform and educate the public about Dementia, including prevention, supports and services available for those with Dementia as well as their Carers. This role also aims to provide opportunities for the enhancement of social and learning skills, improve social connections and community health for improved wellbeing outcomes.

The position works within the Dementia Support Services team and aims to design, promote, and deliver Dementia related information and resources to the Greek and wider community.

The role has capacity to identify current and changing community needs and to develop strategies to address related issues.

Key Responsibilities

- Engage with the Greek communities of Melbourne and Tasmania and specifically carers of people with dementia.
- Identify priorities for people with dementia, their carers and in response develop, deliver, and evaluate a range of activities and events to address the identified needs.
- Public speaking engagements, primarily addressing Greek social clubs and related organisations.
- Develop strong and positive partnership with community groups, community service organisations and various levels of government to achieve outcomes.
- Work in collaboration with general community groups and local services to highlight and strengthen services in the community.
- Establish and maintain effective working relationships with community services and educational institutions to represent the needs of CALD communities.
- Maintain an up to date understanding of services, community organisations and other relevant health and wellbeing services to encourage engagement and participation.
- Undertake research, surveys, and feedback, analyse, and report the information gathered as required.
- Write newspaper articles, reports, and other information to raise awareness, promote the work undertaken and support people with Dementia and their carers.
- Undertake related media work.
- Be available and willing to travel to Tasmania as required.
- Contribute to the development of the strategic plan, policy, and procedures.
- Ensure compliance with Occupational Health and Safety Act 2004, Privacy Legislation.
- Participate in supervision, performance appraisal and learning opportunities.
- Attend and participate at relevant interagency and network meetings.
- Identify, establish, and maintain contact with other service providers to promote collaborative relationships.
- Provide monthly reports to assist in planning and targeting service delivery according to identified needs and for accountability purposes.

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Employee Initial: _____

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- Maintaining program data and reporting as required by the organisation.

Key Relationships

The role primarily works with individuals, families, communities, groups, and other organizations. The position is placed in the Family and Community Services team. Internal stakeholders include the Aged and Co-ordinated Services Team, Communications and Media and the Business and Finance Unit. The role has numerous external relationships, including local, state, and federal departments, multicultural service providers, services for people over the age of 65 years, Social Clubs, Health Services etc. It is expected that more connections and networks will be established through this position.

Safeguarding our Employees

At PRONIA we recognise that family violence is a gendered issue which is evident across the life span, is a complex and serious community issue, embedded in all types of care relationships, regardless of age, gender, sexual orientation, culture, religious beliefs, and socio-economic status. Family Violence (and Elder Abuse) have immediate and long-term impacts on the physical, psychological, and social health and wellbeing of those affected which includes adults and children.

PRONIA takes supporting employees impacted by Family & Domestic Violence seriously, therefore:

1. We offer employees impacted by family & domestic violence; 10 days paid leave annually (non-cumulative).
2. We will ensure all details are kept confidential.
3. If required, we will develop and action workplace safety planning strategies.
4. We will provide referrals to appropriate support services.
5. We will provide specialised training for nominated persons.
6. All employees impacted family & domestic violence will also have access to able to access flexible working arrangements, annual leave, personal leave, long service leave as necessary.
7. All employees will be protected against discrimination as a result of disclosure, experience or perceived experience of DV.
8. By respecting the decisions of the service users and offering a range of options, PRONIA professionals have a vital role in ensuring the safety and wellbeing of health needs are met, inclusive of a patient's safety.

Safeguarding Children and Young People

PRONIA takes child protection seriously, you are required to meet the behaviour standards outlined in our Code of Conduct. All employees receive a copy of the Code of Conduct as part of their induction.

Therefore, as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people;
- Promote the safety and wellbeing of children and young people to whom we provide services;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management;
- Maintain a valid Working with Children Check (if applicable to role); and
- Undergo periodic 'national criminal history record' checks and report any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people.

Mandatory Requirements

- Current driver's license
- Access to own vehicle
- Clear Criminal History Record Check
- Working with Children Check
- Access to a computer/ Internet at home (capability to work from home)

Technical Expertise and Educational requirements.

- Relevant tertiary qualifications in Behavioural Sciences and/or Public Relations.
- Minimum of 2 years' experience in a similar role.
- Demonstrated capability in the design, implementation, and delivery of programs/events/activities.
- Demonstrated capability in managing program deliverables within timelines.
- Willingness to undertake related training and education.

Knowledge and Skills

- Demonstrated ability to plan, coordinate and evaluate programs/events/activities.
- Awareness of the needs of Australian Greek community and more generally CALD communities.
- Fluency in written and spoken Greek and English.
- Demonstrated planning, negotiation, decision making & problem-solving skills.
- Demonstrated capacity to work independently.
- Excellent time management skills and problem-solving skills.

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Personal Qualities

- Work co-operatively as part of a team.
- Be self-directed and show initiative.
- Work independently to timelines.
- Demonstrate resilience under pressure.

Signed for by the Employee as
acceptance of the position description.

Name:

Signature:

Date: