

ROLE OVERVIEW

JOB TITLE	Community Facilitator (Health & Wellbeing)
TEAM	Services
LOCATION	Our Place Morwell (Morwell Central & Morwell Park Primary Schools)
REPORTS TO	Partnership Manager

GENERAL ROLE DESCRIPTION

Our Place Community Facilitators are the front-line for implementation of the Our Place model, working on-site with the local community, partners, and stakeholders. The role is focused on building relationships and facilitating opportunities and delivery of services to support the families and children at the Our Place site.

Community Facilitators work collaboratively as part of the team on site and local stakeholders, promoting communication between partners, the community and service providers and promoting collaborative and joined up practice, to ensure a seamless experience for families and children.

Contributing as part of the Our Place team, Community Facilitators work with their Partnership Manager to provide real-time feedback on implementation process, support the work of the Research & Evaluation team, and contribute to the body of knowledge and practice around the Our Place model.

DUTIES & RESPONSIBILITIES

1. Community Engagement

- Facilitate and support activities to engage community
- Engaging with parents and adults to build strong community support for the Our Place approach

2. Implementation

- Developing and maintaining strong, functional relationships with all parties across the Our Place site
- Liaising with key partners to ensure activities and initiatives are progressed as planned
- Establishing a practitioner network on site to promote communication
- Participating as part of the Site Implementation Group
- Contributing and participating as part of the Our Place team, sharing best practice and learnings with other sites

3. Documentation & Reporting

- Undertaking community consultation, data analysis and baseline site implementation planning
- Developing work plans and project plans to deliver the core elements of the Our Place model
- Delivering regular reports on site progress

SKILLS & ABILITIES

1. Personal Attributes

- Genuine concern and passion for improving the well-being and opportunities available to families and communities
- Strong output-orientation, focused on the quality delivery of goals and outcomes for children, families, and community
- Commitment to professional learning, ability to give and receive feedback with a growth mindset for self and others
- Continuous improvement mindset, always seeking to find better ways to achieve outcomes
- Ability to flexibly adapt to new ways of working with a “can do” approach to addressing challenges

2. Interpersonal

- An ability to build relationships with parents and community, respecting where they are at and imbuing trust
- Exceptional people skills, ability to work alongside partners in a collaborative and constructive manner
- Well-developed stakeholder management and community engagement skills
- Exceptional verbal and written communication skills, able to tailor communication styles to suit the audience

3. Technical

- A sound understanding of the health and wellbeing sector, with practical experience supporting children and parents with their health and wellbeing
- Attention to detail and basic proficiency with Microsoft Office - Word and Power Point are essential
- Strong organisational skills: ability to prioritise competing interests and deliver outcomes in a fluid and changing environment

POSITION DESCRIPTION – Community Facilitator

EXPERIENCE / QUALIFICATIONS

- Relevant experience in the health and wellbeing sector highly regarded
- Relevant experience working in diverse settings, engaging with multiple service providers
- Qualifications in community development / health and wellbeing or another relevant field

WORKING CONDITIONS

WORK ENVIRONMENT	The role is performed primarily at the Our Place site, however, there will be need to travel to meet with local stakeholders, to meet with other Our Place staff and to work from the Our Place Central Office in Doveton up to one day per month.
HOURS / SHIFTS	Generally, 7.6 hours per day, five days a week based around school hours on site and the school term.
BENEFITS	<p>Our Place is a not-for-profit organisation and staff are eligible for salary packaging.</p> <p>Our Place is committed to being family friendly and a flexible employer. We aim to accommodate staff's need for flexible work arrangements in accordance with Our Place policies.</p> <p>Our Place staff are supported to learn and grow in their roles with regular opportunities for professional development and training as well as access to expert advisers and evidence-based practice.</p>
OTHER	<p>The role has minimal activities during school holidays and Community Facilitators are encouraged to take leave during this time. To enable this, the role includes a minimum six weeks of annual leave per year, which is reflected in the total remuneration package for the position. Employees are welcome to adjust to any amount of leave between 6 and 10 weeks in total, in accordance with the Our Place Leave policy.</p> <p>Contact Jen Doultree for further information: jennifer@ourplace.org.au</p>