

Position Description Schedule A

Community Wellbeing Worker

Approved by Natalie Siegel Last updated on 21/12/2022

Position overview

Position title	Community Wellbeing Worker- Stable Wellbeing Program
Team	Innovations/ Clinical Services
Employment type	Fixed contract part-time
Hours per week	30.4 hours per week
Location	Frankston or Cranbourne office base, travel in Southern Region
Reports to	Program Manager
Direct reports	Nil

About TaskForce

TaskForce Community Agency (TaskForce) plays an important role across communities in southeast Melbourne, whether helping individuals and families due to challenges with alcohol and other drugs or family violence, or enabling people through education, training, and employment. Operating for 50 years, we aim to help realise the potential of every client, through achieving outcomes and working towards healthier lives, relationships, and communities.

Statement of commitment to Diversity & Inclusion

TaskForce is committed to providing culturally safe, inclusive, and accessible services and work environments where all individuals feel supported and affirmed. We aspire to work in solidarity and alliance with Aboriginal and Torres Strait Islander peoples and acknowledge them as the traditional owners and custodians of the land. TaskForce values diversity, inclusion and social justice and is dedicated to actively addressing discrimination and ensuring every individual is treated with dignity and respect. We honour and celebrate our differences and uniqueness in culture and linguistic background, ethnicity, sex, gender identity, intersex status, sexual orientation, age, disability status, health status and religious or spiritual beliefs.

Statement of commitment to Child Safety

TaskForce is a child safe organisation. We are committed to the safety and wellbeing of all children and young people, and ensuring they feel safe and empowered in our programs and services. We respect and listen to children and young people. We take their concerns seriously and support them to meet their potential and thrive. This is a responsibility shared by all the people who work or volunteer at TaskForce or who are part of the wider TaskForce community.



We value diversity, inclusion and equity. We support the cultural safety, participation and empowerment of Aboriginal children and young people, children and young people from culturally and linguistically diverse backgrounds, LGBTIQ children and young people, and children and young people with disability.

We do not tolerate neglect or mistreatment and have zero tolerance for abuse of any kind. Safety concerns will be treated very seriously. Where appropriate, and safe to do so, we will always discuss concerns with families, carers and the community to encourage planned and joint action. We have legal and moral obligations to contact authorities when we are worried about a child's safety, and we will follow those procedures rigorously.

Our values

- We **start with care** | We are here to meet participants where they are at, to support, empower and respect them and each other in the work we do. We commit to behaviours that demonstrate our care and compassion, bringing out the best in everyone in every interaction.
- We **always listen** | We are here to listen, to think of the whole of a person in every connection. We commit to listening, learning, responding, and adapting to the needs of our clients, our staff, and our partners.
- We are **non-judgmental** | We are here to help everyone belong; to realise their potential. We commit to supporting every person who walks through our doors or engages our services without judgment.
- We are **continuously learning** | We are here to learn, innovate and bring the highest quality of service to our participants. We commit to seeking out and sharing knowledge within and beyond our sector and from our communities, not standing still in our models of care and program offers.

Our principles

- We are **client-centred** | The voice and lived experience of clients guides our work, practice and approach.
- We are **inclusive** | We welcome everyone into our service, continually striving for equity in access.
- We are a **wraparound service** | We look beyond the one area of need, supporting participants throughout their journeys.
- We **always work together** | We recognise that we can't act alone and know collaboration internally and externally is critical to success.



About the position

This exciting and new position comes from a newly formed partnership between Melbourne Racing Club and TaskForce Community Agency. A Community Wellbeing Worker is being sought to work collaboratively with trainers and stable hands within Pakenham, Mornington and Cranbourne racecourses to provide holistic wellbeing support, service navigation and build awareness of local supports to improve overall wellbeing of stable hands and their families.

The position will work closely with the Executive Manager Social Impact and Growth and those working within the racing industry to shape, develop and create a program that has broad reaching impact for those in need.

Key responsibilities

- Outreach at Mornington, Pakenham and Cranbourne racecourses to foster engagement with stakeholders at multiple levels working within these environments
- Development of local pathways of support across sectors relating to identified health and wellbeing needs of stable hands
- Building an understanding of recovery and harm minimisation and available supports through psychoeducation and community engagement activities such as breakfasts
- Identifying emerging needs and develop responses in consultation with key stakeholders
- Provide brief assessment, support, and referral on an outreach basis to stable hands and their family members in their own environment.
- Undertake support referrals to relevant specialist services and provide support and advocacy to overcome barriers to access
- Actively participate in developing and implementing innovative models of service delivery in response to client needs.
- Provide secondary consultation and training and education/ information sessions in relation to alcohol and other drug issues and broader wellbeing needs, engaging specialists to support this where required.
- Develop and maintain community support networks.
- Contribute to the development of an evaluation framework to capture outcomes from the program and opportunities for development

Administration

- Maintain a high standard of documentation which complies with accountability structures according to professional, legislative, service contractual obligations and organisational standards. This includes:
 - Data entry & relevant reporting is accurate and up-to-date within reporting time frames.



- Client files and electronic records are appropriate, accurate and up-to-date, with all relevant information included.
- Maintain statistics and data as required by the funding body and organisation of each individual client.

Professional Development

- Develop an annual Performance Plan with your Manager. Identify one's own development needs and attend relevant training, as approved by manager
- Participate in regular individual and group clinical supervision
- Participate in case management practices with other professionals
- Participate in regular Team meetings as scheduled.

Child and Young People Safety

- Follow and comply with TaskForce's Child Safety and Wellbeing Policy and TaskForce's Code of Conduct for Working with Children and Young People
- Support children and young people to feel safe and empowered in our programs and services
- Report concerns about a child or young person's safety to authorities (as per TaskForce policy).

Diversity and Inclusion

- Follow and comply with TaskForce's Diversity, Inclusion and Equal Opportunity Policy and TaskForce's Code of Conduct
- Support the diversity priorities as outlined by the organisation
- Not engage in discrimination or harassment of any kind.

Skills and experience

Essential qualifications

- Minimum Diploma level qualification in relevant health and wellbeing field
- An undergraduate degree in Occupational Therapy, Social Work or counselling would be highly regarded.

Essential skills and experience

- Demonstrated experience of at least 2 years in case managing individuals in the community who present with multiple needs
- Demonstrated knowledge of alcohol and other drugs, mental health and relevant current practice related to supporting consumers with multiple needs and their families
- An interpersonal style that fosters connection and enhances capacity to engage with individual's who may be more resistant to service



- Ability to collaborate effectively with clients, families, colleagues, stakeholders and other service providers
- Excellent administration skills including developing case plans, professional case noting, writing reports and effective time management skills
- Demonstrate understanding of the importance and application of inclusive practice when working with people from diverse communities, such as cultures, genders, sexualities, bodies, abilities, spiritualities, ages and backgrounds.

Other essential attributes

- Be able to self-regulate and self-monitor own behaviours, practice self-reflection at all times, display a commitment to realistically assess own personal strengths, limitations, biases, and effectiveness, and remain open to feedback and constructive criticism
- Curiosity and ability to think out-side of the square to develop highly impactful responses to community need

Terms and conditions

- The position is for a contract period ending 30th December 2024, with the opportunity to extend, subject to the continued availability of funding.
- The incumbent will be provided with a mobile phone and access to the use of a pool vehicle for business travel.
- Employment conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHACDS 5).
- As an organisation with public benevolent institution (P.B.I.) status, TaskForce offers all staff the opportunity to take up generous Salary Packaging.

To be employed in this position a person must:

- Be prepared to travel between the sites to meet the requirements of the job and to work out of various partnership locations
- Undergo a Police Check and a Working with Children Check. Offers of employment are subject to the results of these checks
- Hold a current driver's license
- Be eligible to work in Australia
- Familiarise themselves with, and observe all TaskForce business, community, therapeutic and human resources policies, procedures and practices
- Complete the TaskForce Online Induction within the first week of employment
- Participation in family violence identification and risk assessment training
- Comply with and support TaskForce's commitment to Diversity and Inclusion and Child Safety as detailed in this position description



- Follow TaskForce’s codes of employee conduct, promote the interests and reputation of the agency and refrain from acting in way that would conflict with the best interests of TaskForce.

