



Bila Muuji Aboriginal Health Services are seeking a

Community Development Office

- **Must be of Aboriginal or Torres Strait Islander descent (N.B. An applicant's race is a genuine occupational qualification and is authorised under Section 14 of the Anti-Discrimination Act 1977, NSW);**

Reports to: Business Development Manager

Primary Purpose

The Community Development Officer (CDO) will liaise with, and coordinate, the activities of the assigned Community Drug Action Teams (CDATs) in the region.

The CDO will support the assigned CDATs and assist them to meet regularly, participate in regional and state forums, and to develop, plan and execute activities for their local communities in line with the Regional Action Plans.

The CDO will provide comprehensive, timely and accurate information about the activities of their assigned CDATs to their Line Manager who will, in turn provide reporting to the CDAT Programs Manager.

Each region will employ two (2) CDOs and the Line Manager will assign approximately half of the CDATs in the region to each CDO.

Program Context

Community Drug Action Teams (CDATs) aim to make their local communities safer, healthier, and stronger by reducing the harms associated with the use of alcohol and other drugs.

"Access to Health Services is vital for the wellbeing of our communities and future generations"

Bila Muuji Aboriginal Corporation Health Service ICN: 8846

1/187 Brisbane Street, Dubbo, NSW 2830

ABN - 24 169 186 744

Ph: (02) 6885 6097



Since 1999 CDAT volunteer groups made up of community members, staff from Local Health Districts and representatives from other government and non-government agencies, have been organising activities and developing resources aimed at strengthening their communities.

The NSW Ministry of Health secured funding to continue the CDAT Program in NSW, under new management.

A Consortium of specialist alcohol and other drug organisations led by Odyssey House NSW will manage the program, supporting CDATs to deliver prevention activities and help reduce drug and alcohol related harm in their local communities. Along with Odyssey House NSW the consortium includes The Buttery, Karralika Programs Inc. and Bila Muuji Aboriginal Corporation Health Service Inc.

Role Responsibilities

Program Delivery

- Work closely with assigned CDATs to support their operations and activities.
- Support the development, planning and execution of activities for assigned CDATs, working to ensure proposed activities meet criteria likely to lead to success (i.e., they are evidence based, measurable, and fit with the current regional priorities).
- Support assigned CDATs to apply for funding to carry out their activities.
- Support assigned CDATs to deliver and report on activities.
- Work with the Line Manager to plan and conduct an annual Regional Forum and to develop a Regional Action Plan as a key deliverable of the forum.
- When requested, work with the CDAT Program Manager to assist with the planning and execution of an annual State Forum.

Stakeholder Engagement

- Attend all regular meetings of assigned CDATs, in person or virtually.
- Develop and maintain strong relationships with the chairs and members of assigned CDATs.

“Access to Health Services is vital for the wellbeing of our communities and future generations”

Bila Muuji Aboriginal Corporation Health Service ICN: 8846

1/187 Brisbane Street, Dubbo, NSW 2830

ABN – 24 169 186 744

Ph: (02) 6885 6097



- Support the CDATs to enlist new members from among relevant local agencies and the community.
- Engage with community members in prospective new CDAT locations with a view to establishing new CDATs in the region.
- Develop and maintain relationships with relevant external stakeholders who can be supportive to individual CDATs or to the overall CDAT Program (e.g., LHD, NSW Police, Local Councils)

Reporting and Data

- Ensure collection of relevant data from assigned CDATs, including performance against KPIs and financial acquittals.
- Provide all relevant data as required to Line Manager for reporting to the CDAT Program Manager.

Leadership and Team Approach

- Provide guidance and support to the chairs of assigned CDATs.
- Team with other regional CDO to share experiences and resources as well as to stand in for one another when required.
- Work within a team approach with CDOs and Line Managers from other Consortium partners on state-wide initiatives, as required.

Additional Responsibilities

- Work within the CDAT Framework.
- Undertake additional relevant activities to support the CDAT Program implementation and operations.
- Participate in ongoing professional development as required by Line Manager and employer organisation.
- Support CDAT and employer Policies and Procedures including WHS policies and procedures.
- Support and adhere to employer's Code of Conduct for Employees
- Fulfill other tasks and duties as required.

Qualifications

- Diploma or higher qualification in a relevant field (e.g., AOD, Community Services, Health Promotion)

Experience

"Access to Health Services is vital for the wellbeing of our communities and future generations"

Bila Muuji Aboriginal Corporation Health Service ICN: 8846

1/187 Brisbane Street, Dubbo, NSW 2830

ABN - 24 169 186 744

Ph: (02) 6885 6097



- Experience working with local communities to achieve shared goals.
- Experience working with volunteers.
- Significant experience managing stakeholders and developing networks.
- Experience developing and implementing activities including community-based activities.
- Experience working within AOD or another relevant sector.

Skills and Knowledge

- Understanding of community development, health promotion and AOD harm reduction principles and strategies.
- Understanding of the principles of evidence-based practice.
- Familiarity with the National Drug Strategy harm minimisation approaches (harm, supply, and demand reduction).
- Computer literacy including understanding of MS Office Suite and use of Client Management Systems (CMS's)
- Demonstrable verbal and written communication skills.
- Demonstrable skill and understanding of working independently and showing initiative while operating within structures and guidelines.

Other

- Current unrestricted NSW Driver's Licence
 - Current National Police Check
 - Current Working with Children Check (WWCC) number
 - Proof of vaccination
-
- Applications close 5pm Friday the 25th of November 2022
 - Please forward resume, cover letter and required selection criteria [to daniellem@bilamuujihealthservices.org.au](mailto:daniellem@bilamuujihealthservices.org.au)

"Access to Health Services is vital for the wellbeing of our communities and future generations"

Bila Muuji Aboriginal Corporation Health Service ICN: 8846

1/187 Brisbane Street, Dubbo, NSW 2830

ABN – 24 169 186 744

Ph: (02) 6885 6097