

POSITION DESCRIPTION

Job Title:	Community Engagement Project Officer
Job Type:	Full time
Duration:	1-year contract with extension options subject to funding
Classification:	Social and Community Services Level
Rate:	\$69,000 - \$73,000 pa depending on qualifications
Location:	Darwin, Palmerston
Supervisor:	Executive Officer, Autism NT

About Us

Autism Northern Territory (Autism NT) provides support for children, parents, carers, teachers, school staff and professionals working or living with those on the Autism spectrum. Autism NT is managed by a committee of parents, carers and professionals that have an interest in Autism. Autism NT facilitates support groups across the Northern Territory that are contextualised to the member's needs and are open to anyone wishing to find support and information about Autism.

Purpose

The Community Engagement Project Officer will be responsible for facilitating the development and delivery of Autism NT's "ANT Active Hub" program for young adults (17-26 yrs) in the Greater Darwin region, and to work towards expanding the program to other regional centres.

This role will have a strong focus on improving access and inclusion opportunities for young people living with a disability. The program aims to build the confidence and self-esteem of young people and in turn help them develop the skills they need to engage with their community, which could include employment or re-engagement with the education system.

The position will work closely with the other roles across the organisation and will liaise with key external stakeholders.

Responsibilities

- Work collaboratively with key stakeholders to facilitate the development and delivery of Active Hub in the Greater Darwin region.
- Develop a project plan expanding Autism NT's Active Hub program into the Katherine and Alice Springs regions.
- Support participants to build their capacity, resilience and networks with the aim of greater independence in managing their personal choices
- Work with other organisations to improve access and inclusion opportunities for young people living with a disability.

- Support in the design, preparation and delivery of small group programs for adolescents and adults on the autism spectrum
- Assist in maintaining a safe and engaging environment for young adults to learn and socialise
- Complete written progress reports, incorporating feedback from mentors and participants/clients
- Initiate cooperative, positive and flexible involvement of participants throughout a variety of session activities and tasks
- Provide general administrative support including program preparation, delivery and reporting
- Provide support to the Executive Officer, Support Coordinator and Mentors with tasks and activities aimed at meeting the participants' needs, and/or program goals consistent with ANT's model of practice

Key Performance Indicators

- Provision of appropriate support to participants to maintain independence, choice and participate in group activities
- Connecting and supporting participants to
- Effective collaboration with participants, families/ carers and support networks to support the participants' individualised goals
- Feedback from participants and carers is positive
- Attendance at and participation in team meetings
- Maintain effective and timely record keeping and reporting of supports provided and forward planning of support needs
- Active development of own understanding of individuals needs including ASD and mental health issues through accessing ANT resources and on-the-job training
- Compliance with Autism Northern Territory Quality Assurance including Workplace Health & Safety policies
- All observations and discussions with participants and their support networks (such as family members, carers and support workers) are shared with the team and documented appropriately
- Undertake other organisational duties as assigned by the Executive Officer of Autism NT.

Essential Criteria

- Minimum Certificate III qualification in Disability Support, Allied Health or Youth Work
- Previous disability experience and relevant knowledge
- Demonstrated enthusiasm for the provision of quality services to adolescents and adults on the autism spectrum
- Demonstrated awareness of health and safety issues associated with working with young adults on the autism spectrum
- Demonstrated experience facilitating groups effectively
- Experience working with people from diverse (CALD) backgrounds
- Experience in identifying key stakeholders and building strong, effective working relationships.
- Demonstrated ability to work autonomously
- Clear and effective communication, interpersonal and negotiation skills with the ability to write and create project plans and reports.

Highly Regarded

- Experience working with young adults on the autism spectrum
- Experience working with adults living with mental health conditions

Special Conditions & Requirements

Applicants must currently have the legal right to work in Australia.

Applicants will be required to hold and maintain a:

- current 'C' class NT Driver's Licence
- current NT Working with Children Clearance notice (Ochre Card).
- Strong Microsoft Office skills (Word, Excel, PowerPoint and Outlook)
- current Senior First aid certificate

Further Information

Applications must be limited to a Resume and an attached Cover Letter addressing how you meet the 'Experience, Qualifications and Skills' (Selection Criteria) listed in the Position Description.

The successful applicant will be required to undergo satisfactory pre-employment checks including professional referees, completion of a satisfactory police records check and working with children check

It is highly desirable that applicants have local and regional knowledge of the Darwin metropolitan area.