

POSITION DESCRIPTION

POSITION DETAILS			
PD NUMBER	PD007d		
POSITION TITLE	PROJECT OFFICER (Mental Health)		
REPORTS TO	SCARF Manager		
DIRECT REPORTS	Nil		
GRADE	SCHADS Level 4		
HOURS	As per contract		
BUSINESS UNIT/LOCATION	MCCI Office travel throughout the Illawarra Region		
ROLE PURPOSE	<p>The Project Officer is responsible for the overall delivery of project objectives, including cultural training, facilitating, collaborating with a range of stakeholders.</p> <p>The role has a focus on supporting people and communities from refugee and culturally & linguistically diverse backgrounds</p>		
KPI's	Sustainability	Grant and tender success Projects are on budget	40% <2% variance
	Community Reach	Funded contracts achieve output requirements	100%
	Consumer Satisfaction & Impact	Projects achieve stated aims	>85%
	People & Culture:	I understand my role and responsibilities	>85%
		Programs have enough suitable volunteers Volunteer records are up to date	>90% 100%
Service Delivery & Quality	Nil non-compliances noted in internal audit reviews conducted as per internal audit plan	Nil	

POSITION TASKS AND RESPONSIBILITIES

Sustainability

- Plan and implement project in line with the project objectives in consultation with the SCARF Manager
- Monitor and ensure that project is implemented within budget settings
- Contribute to the development of new mutually beneficial partnerships.
- Contribute to program effectiveness and efficiency.
- Assist in the preparation of grants and tenders as directed.

Community Reach

- Undertake consultations with stakeholders to inform program development and delivery.
- Organise events, information sessions and seminars in line with work plan and in conjunction with the Scarf Manager
- Deliver cultural training and education sessions in line with work plan and conjunction with Education & Training Coordinator.
- Work with Marketing and Communications Officer to successfully promote programs and activities.
- Ensure effective working relationships are maintained with a range of services who are working towards similar goals.
- Assist in the development of cultural training and other resources to achieve program aims.
- As agreed with the SCARF Manager, represent MCCI at relevant meetings, networks etc. that can further the aims of projects.
- Support the community-based activities of MCCI, which may include from time to time attending community events and/or supporting MCCI members.

Consumer Satisfaction and Impact

- Work effectively with stakeholders, partners and collaborators to develop and deliver project outcomes.
- Contribute to the monitoring and evaluation of the effectiveness of projects and programs.
- Provide specialist knowledge or expertise that further the aims of projects and programs.

People and Culture

- Assist in the recruitment, and supervision of subcontractors required for program delivery e.g. translators, bilingual workers required for the project.
- Develop and maintain effective relationships with internal stakeholders.
- Attendance at regular staff & team meetings as required.
- Maintain a commitment to ongoing personal development and education.

Service Delivery and Quality

- Input into monthly reports as required.
- Ensure MCCI policy and procedure is implemented all aspects of work.
- Maintain accurate records for programs as required.
- Assist in MCCI participation and completion of quality reviews and accreditations.

Role requirements	
Values and Behaviours	<ul style="list-style-type: none"> • Diversity – We believe in and celebrate an inclusive and culturally diverse society • Respect – We value the contributions of all people and uphold the dignity of others • Integrity – We always act in an open, honest, ethical and courageous way • Empowerment – We advocate and actively support others to realise their aspirations and goals • Collaboration – We work cooperatively with others who share our vision, values and purpose • Hope – We are inspired by the potential that change can bring to our community
Underlying characteristics	<ul style="list-style-type: none"> • Time management – ability to handle multiple tasks simultaneously • Ability to cope with competing priorities and resources • Demonstrates attention to detail, accuracy and thoroughness in work produced • Works well in a team environment • Self-directed and autonomous, requiring minimal supervision • Presents ideas, information and offers solutions with an informative and constructive approach • Displays an innovative approach to improve systems and processes • Adept with technology including computer skills and other software
Experience Requirements	<ul style="list-style-type: none"> • Minimum 2 years' experience in a similar role within the community services environment • Knowledge of Mental Health Support Systems • Experience with developing presentations to meet the needs of the client and audience/s and presenting to small and large audiences • Experience in managing relationships with internal and external stakeholders • Relevant recent experience in the non-profit sector is desirable but not essential
Qualifications	<ul style="list-style-type: none"> • Relevant 3 year degree qualification
Licence/s & Checks	<ul style="list-style-type: none"> • Unrestricted motor vehicle licence (essential) • Valid Police check • Eligibility to work in Australia • Willingness to obtain COVID 19 Vaccination

Employee Print Name			
Employee Signature		Date	
CEO & Co. Secretary Signature		Date	