



CatholicCare Canberra & Goulburn

DUTY STATEMENT

COMMUNITY LIAISON OFFICER & GROUP FACILITATOR COUNSELLING SERVICES

Reports to: Manager
Award: Centacare Collective Agreement Level 4
Status: Part-time – Contract based
Location: Red Hill

DUTIES

AUTHORITIES

1. Liaise with groups and organisations relevant to the target group.
2. Build and maintain effective relationships with relevant services and agencies in the Canberra region. Attend relevant network meetings as required and assist to build awareness of the program among individuals, groups and agencies.

RESPONSIBILITIES

1. Market programs in the community in order to bring in referrals and meet the program targets. This is to be done in a variety of ways, including promoting and educating about the programs at network meetings, support groups etc.
2. Facilitate and conduct information &/or education programs, relevant to the target group.
3. Attend supervision, training & professional development opportunities to enhance knowledge and skills.
4. Maintain standards in accordance with CatholicCare philosophies, values and principles.
5. Carry out other duties as required.



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SELECTION CRITERIA

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ESSENTIAL

1. Experience in a training environment
2. Knowledge of adult education principles
3. Excellent communication skills
4. Excellent organisational skills
5. Ability to establish and maintain networks
6. Relevant qualifications

DESIRABLE

1. Experience in the human services / welfare field
2. Knowledge of relationship and carers issues
3. Non-judgmental
4. Resourceful
5. Demonstrated ability to work as member of a team.
6. Demonstrated ability to manage time effectively.

7. Demonstrated awareness of the relevant principles and practices such as EEO, OH&S, confidentiality and duty of care
 8. Possess a current ACT Driver's licence
 9. Willingness to undergo a Police Character check.
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