

Prepared 1/11/07

Position description		
Position title	Community Development Officer	
Organisation	ME/CFS Australia (Victoria)	
Location	Based in the office of ME/CFS Aust (Vic) in Burwood Vic.	
Job Type	Part time: Limited tenure	Initially 12 months with possibility of a further 12 months depending on funding
Category of Concern	Myalgic Encephalomyelitis/ Chronic Fatigue Syndrome	
Application closing date	27 November, 2007	Starting date: immediate
Position objective	Plan, develop and implement a new initiative, the critical project entitled Care and Crisis Support Service for ME/CFS Aust (Vic.)	
Key Responsibility Areas	<p><i>Project Development & Evaluation</i></p> <ul style="list-style-type: none"> • Develop and implement “Part one” of the project funded by Tattersalls George Adams Foundation and JT Reid Charitable trusts entitled <i>Care and Crisis Support Service</i> • Liaise with the Outreach workers in Tasmania and Northern Territory in regard to “part two” of the project. • Identify and consult with key stakeholders • Liaise with Society volunteers where appropriate to gain assistance and information. • Ensure that the project runs within the framework of the original submission to ensure we keep faith with the funding bodies • Ensure appropriate reporting is developed so that key stakeholders receive updates in a timely fashion. • Ensure interim and final evaluations are completed at the appropriate stages. <p><i>Implementation of the project</i></p> <ul style="list-style-type: none"> • to develop a group of professionals who can be called upon when required following a request for assistance. to co-ordinate and steer the setting up this support panel . • Ensure these professionals have the relevant reference materials and have or develop a deep understanding of the needs of those with ME/CFS and how this impacts on all concerned • Identify and coordinate appropriate assistance and advocacy on behalf of ME/CFS Clients when and where they feel they are receiving inappropriate treatment or need referrals to appropriate services or advice on legal complications • Document cases and make recommendations for improvements to the program 	

Skills	<u>Essential</u> <ul style="list-style-type: none"> • The person will be required to undergo a Police check in line with policy requirements • Knowledge and ability to manage budgets and budgetary constraints • Develop, coordinate, deliver and evaluate a successful project • Maintain accurate records and analyse data and statistics • Knowledge of OHS practices • Good interpersonal skills with ability to deal with sick and disabled persons • Ability to liaise, consult and network • Knowledge and understanding of relevant legislation in community work • Ability to work independently and unsupervised 	<u>Highly desirable</u> <ul style="list-style-type: none"> • Knowledge and understanding of ME/CFS • Knowledge of appropriate support services and agencies which can be accessed • Ability to provide innovative solutions • Ability to work with volunteers • Victorian Drivers licence
Qualifications	<ul style="list-style-type: none"> • Working knowledge of the Community Sector • Relevant qualifications ie Degree, Diploma in social, welfare or community development work 	
Salary	To be confirmed- based around SACS award	
Selection criteria	<ul style="list-style-type: none"> • Demonstrable project management skills • Demonstrable skills in developing, running and evaluating a project • Willingness to work as part of a team and independently when required • Ability to work with and for volunteers and disadvantaged people • Understanding of the community sector • Ability to prioritise and plan workload • Ability to exercise sound judgement and decision making • Ability to use a variety of computer applications such as the Microsoft suite: word, access, excel spreadsheets, PowerPoint, project manager and the internet 	
Organisational relationship	The position is responsible to the Project Steering Committee (via the Liaison Officer). The PSC in turn reports to the Committee of Management.	