

POSITION DESCRIPTION

Title:	Combined Role: Community Educator - Venue Support Worker
Division:	Community Support – Gambler’s Help Program
Duration:	Contract until 30 June 2011
Position status:	0.8 EFT
Reports to:	Coordinator Gamblers Help
Date:	July 2010

INTRODUCTION

Bethany’s mission is to **support and strengthen communities**. We work to build better family relationships, support parents caring for children, assist people who are homeless or at risk and those affected by family violence, crime and problem gambling. We have a focus on supporting and strengthening disadvantaged communities.

Bethany is a dynamic not for profit and non denominational organisation that was originally established in 1868 and has responded to the changing needs of the community ever since. The organisation is governed by a Board of Management, has an annual operating budget of \$6 million and employs around 100 staff. 95% of the Bethany’s income is provided by state and federal governments with the remainder generated from community and philanthropic sources.

Bethany fulfils its mission by the provision of a broad range of prevention, intervention, support and educational services to individuals, children, young people and families based on contemporary research, international best practice and professional standards. Services are designed to build upon individual’s and community strengths to achieve both personal and social change.

Services are provided to a population of over 230,000 people in the Geelong and surrounding districts through our main office in North Geelong and out posted service sites in Norlane, Surf Coast Shire, Colac Otway Shire and the Bellarine Peninsula.

OUR VALUES

▪ **Openness**

We interact with people in a transparent, honest and respectful manner.

▪ **Social Justice**

We believe in every person being actively involved in decisions which affect them and their lives.

▪ **Innovation**

We are committed to creatively and proactively responding to community needs.

▪ **Collaboration**

We engage in collaborative partnerships and relationships that strengthen community.

▪ **Wellbeing of staff**

We will be responsible for a professional and supportive environment in which staff can achieve their full potential.

▪ **Accountability**

We will be accountable for all aspects of the organisation.

POSITION ROLE AND ORGANISATIONAL RELATIONSHIPS

This position sits within the Community Support Division, Gambler's Help, and is part of a team with problem gambling counsellors, financial counsellors and venue support workers and the Saver Plus Program project officer. The Relationships and Family Violence Services Team and the Housing Services Program are also located within this division.

The combined role has two distinct elements:

1. Community Educator - Delivers training, service promotion and health promotion activities as set out in a culturally appropriate annual plan to work with others to minimise the impacts associated with gambling.
2. Venue Support Worker - Encourages responsible gambling practices and environments within the gaming industry, consistent with approved industry Codes of Conduct. The program offers the opportunity to work with a variety of stakeholders and venues and contribute to the management of problem gambling on a large scale.

The Community Educator/Venue Support Worker reports directly to the Coordinator Gamblers Help.

GAMBLER'S HELP

The Gamblers Help Program assists individuals and/or their friends and families to identify and address problem gambling, and/or financial management difficulties related to problem gambling; and increases awareness in the community about problem gambling behaviours and services for problem gamblers and their friends and families.

KEY RESPONSIBILITIES

Community Educator (0.4 EFT)

- Develop an annual community education/integrated health promotion plan based on a triennial needs assessment.
- Deliver training, service promotion and health promotion activities as set out in the plan which is culturally appropriate to minimise the impacts associated with gambling.
- Assist in building and sustaining strong relationships with relevant local organisations and participate in key activities in relation to local Primary Care Partner at the integrated health promotion level.
- Establish and enhance service links to relevant community networks.
- Maintain effective working relationship with GH community educator located at Diversitat

Venue Support Worker (0.4 EFT)

- Develop strong partnerships between gaming venues and problem gambling services
- Educate, train and support gaming venue staff in managing problem gambling.
- Create responsible gambling environments
- Identify potential signs of problem gambling and have capability and confidence to take appropriate next step. Build venue staff capacity to identify and act on problem gambling.

- Support venue management in their ongoing effort to foster a culture of responsible gambling

Combined role responsibilities

- Actively participate in regular formal supervision with the Coordinator Gamblers Help.
- Maintain detailed record of activities and report on a monthly basis or as required.
- Participate in programmatic administrative, planning and evaluation activities.
- Support and participate in the Agency's continuous quality improvement process
- Actively participate in program and agency meetings.
- Other duties as required.

KEY SELECTION CRITERIA

Qualifications

1. A relevant tertiary qualification in health promotion, community development, Certificate IV in Workplace Training and Assessment or similar.

Knowledge and Skills

2. Demonstrated knowledge and experience in working with a range of stakeholder groups, particularly with respect to developing effective partnership arrangements.
3. Knowledge of best practice in Responsible Service of Gambling.
4. Knowledge of adult learning principles.
5. Experience in the development and delivery of information, education and skills enhancement.
6. Demonstrated knowledge of the impact and issues related to problem gambling behaviours.
7. Ability to demonstrate culturally sensitive practice, inclusive of the needs of Indigenous and CALD communities.
8. Well developed observational, conceptual and analytical skills, together with highly developed interpersonal and communication skills including written mediums.
9. Demonstrated ability to work co-operatively and effectively within and across teams, programs and other services to enhance client outcomes.
10. Demonstrated ability to work as a member of a multidisciplinary team and to work independently.
11. Broad understanding of the hospitality industry and an understanding of the gaming industry and the operation of venues.

Personal Attributes

12. Ability to work with different working styles of others in the pursuit of team objectives, working well under pressure and meeting all set deadlines.
13. Promotes the development of a positive culture that reflects the mission, values and ethics of the agency.
14. Excellent written and verbal communication skills.
15. Manage a range of competing demands and interests.

Other

16. Proficient in the use of MS Office and knowledge of a range of IT programs.
17. Current full Victorian Driver's Licence.

SALARY AND CONDITIONS

This position is 0.8 EFT and is based on the Enterprise Agreement 2008, Social Worker, Class 3, Level 1-3, depending on experience and qualifications. Salary commences \$52, 096 (pro rata) per annum.

This position is on contract through until 30 June 2011, with provision for extension based on budget provision and agreed performance.

The package also includes salary sacrifice as per government legislation.

A three-month probationary period will commence upon appointment and a review will be conducted during this period.

Appointment to this position is subject to a satisfactory police record check and Working with Children check.

Other benefits include 21 days annual leave, 1 agency leave day and other flexible working arrangements which can be negotiated upon commencement. Other conditions of employment as per Bethany Community Support Enterprise Agreement (2008).

FURTHER INFORMATION

Contact: Kathy Ryan – Coordinator Gambler’s Help
Email: kryan@bethany.org.au
Phone: (03) 5278 8122

APPLICATIONS FORWARDED TO:

Applications must address the key selection criteria and include the names and current contacts of three referees, including current employer.

Kathy Ryan
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Bethany Community Support
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APPLICATIONS CLOSE: Friday 13 August 2010 at 4.00pm