
Position Description

Capacity Building Officer

Context

THE AGENCY

ADEC

ADEC is a state-wide Victorian organisation assisting people with disability, their families and carers from diverse cultural backgrounds. ADEC's philosophy is empowerment of people with disability and their full inclusion in the broader society. Equality is the over-riding principle, bridging is the method and advocacy is the tool to achieve a common goal.

Vision

Our Vision is for ADEC to be recognised as a leading provider of disability and aged care services in Victoria.

Mission

The Mission of ADEC is to provide equal access to high quality disability and aged care services for all members of the Victorian Community.

THE PROJECTS DEPARTMENT

The Projects department manages ADEC projects, develops innovative training and capacity building products on a needs basis to meet identified niches or gaps within the community, and delivers a program of language-specific support groups for Social Support Services and Community Access High Needs participants.

Capacity Building Program

The Capacity Building (CB) Program will work closely with ethnic communities, multicultural organisations, the mental health sector, peak bodies and government to strengthen their capacity to bring about local positive change.

The Program also offers peer support to ethnic communities through language-specific disability and mental health selfhelp groups.

Position

ROLE

The role of the Capacity Building Officer (CBO) is to build the capacity of ethnic communities in accessing and/or transition to the NDIS. The foundation for this work will be strong relationships with ethnic leaders and ethno-specific organisations through which to develop understandings of communities' needs. Capacity building strategies can then be jointly developed to respond to these identified needs.

The CBO also has an important role to play within ADEC's Mental Health program and organisation to assist connections between ethnic communities and mental health services.

DUTIES

To assist people from ethnic communities to access appropriate services through community capacity building:

- Develop relationships with ethnic community leaders and ethno-specific organisations to create a dialogue around service access issues and develop collaborative capacity building strategies.
- Provide information to assist people from ethnic communities to make informed choices about service options.
- Support the Projects Manager to develop funding submissions for the program's development.

- Support ethno-specific workers to work with people living with mental illness.

Support community services, disability service providers and mainstream mental health services to work in culturally responsive ways:

- Provide one-on-one transition support to persons with disability in the NDIS space.

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ACTION on DISABILITY within ETHNIC COMMUNITIES INC.

PD – Capacity Building Officer

- Provide one-on-one support to persons with mental health issues (diagnosed and undiagnosed) and connect them to relevant mental health support services.
- Organise regular education, information and well-being activities for ethno-specific communities.
- Deliver education sessions to disability service providers and community support organisations on Cultural Competence and Ethnic Community Capacity Building.
- Develop relationships to encourage the integration of ethno-specific communities into mainstream services.

Network and promote the objectives of ADEC's CB program with mainstream and local community organizations.

Represent the perspectives of consumers and carers.

Identify and apply for minor grants projects (under \$50,000.00).

Evaluate and maintain records of their work with clients and groups, and provide this information to the Projects Manager in support of funding submissions.

Meet assigned targets of the number of clients to be supported through the CB program.

Other duties as directed by the Projects Manager.

RESPONSIBILITIES

Manage a portfolio of projects, case work and CB sessions as assigned by the Projects Manager.

Plan an annual program of capacity building education and information activities and present it to the Projects Manager for approval, by 31 March each year.

Support ADEC Social Support Facilitators to enhance the quality of Groups activities being delivered in their region.

Regularly review programs of activities to ensure that they meet the expressed needs of participants.

Provide a monthly report to the Projects Manager.

Attend and participate in staff meetings, and other internal working groups or meetings as required (including Board meetings).

KEY PERFORMANCE INDICATORS

The CBO's performance will be measured against the following criteria:

- Achievement of assigned capacity building targets.
- Quality of relationships with ethnic community leaders and ethno-specific organisations.
- Strong contributions to funding submissions.
- Degree of integration of ethno-specific communities into mainstream services.
- Support to Capacity Building Project Officers in the delivery of education sessions to MHCSS.
- Successful delivery of the approved Community Development education and information plan.

KEY SELECTION CRITERIA

Essential

Have cultural ties with a non-English speaking ethnic community.

Demonstrated ability to organise work, manage time, determine priorities and meet deadlines.

High level of networking and relationship building skills.

Ability to plan a program of activities, and successfully deliver it.

Produce effective written communication.

Demonstrated ability to work either within a team or independently.

Desirable

Second language.

Experience supporting people living with mental illness Experience working within the mental health sector.

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A C T I O N o n D I S A B I L I T Y w i t h i n E T H N I C C O M M U N I T I E S I N C .
P D - C a p a c i t y B u i l d i n g O f f i c e r

Hold a valid and current licence to drive a motor vehicle, issued by the appropriate authority in the jurisdiction in which the holder will drive, and appropriate to the type of vehicle to be driven.

Employment Terms and Conditions

AWARD AND CLASSIFICATION

All ADEC employees are employed under the terms, conditions and entitlements of the Modern Award – Social, Community, Home Care and Disability Services Industry Award 2010, Equal Pay Decision of the 1st December 2012 (the Award); and the National Employment Standards (NES).

The classification for this position is Level 3. The terms of employment for any new employee appointed to this position will be stated in a formal Letter of Offer.

