

BURNETT RESPITE SERVICES INC.

“CARINBUNDI”

“Disability Service Workers Award” and “Conditions of the Burnett Respite Services Inc. Enterprise Agreement”

Position Title: **Project Officer**

Position Classification: **Part-time**

Responsible to: **Service Manager**

Position Purpose:

The purpose of this position is to oversee the management and reporting of a range of projects. The Project Officer will work closely with the Service Manager in ensuring all projects undertaken are planned, delivered and reported on in a manner which reflects highly on both this service and the funding body.

Position Function:

- To be responsible for the development and monitoring of designated projects;
- To undertake the support of staff allocated to a designated project;
- To identify gaps within the organisation’s policies and procedures and work in collaboration with the Service Manager and Program Coordinators to address these gaps;
- To liaise regularly with disability support workers to identify their readiness to adopt new models of work and ensure current practices are meeting their needs;
- To maintain current knowledge of legislation and other requirements associated with the project; and
- To assist the Service Manager, if required, with any additional duties regarding the project, i.e. development of policies and procedures.

Position Specification:

Minimum Education and / or Qualifications relevant to the position:

- As determined from time to time depending on the project being delivered.

Specialised or Technical Knowledge Skills and Abilities required to Perform Job Tasks:

- A developed awareness of human rights and the rights of people with disabilities;
- Sound skills in oral and written communication, particularly that appropriate with clients and client families, other staff, and other professionals;
- Thorough knowledge of work activities performed within Burnett Respite Services Inc.;
- Sound knowledge of procedural methods of Burnett Respite Services Inc.;

- Utilisation of professional or specialized knowledge relevant to the position;
- Working knowledge of the guidelines or statutory requirements relevant to Burnett Respite Services Inc.;
- Ability to work with minimal supervision;

Certificates or Licences required:

- Current Queensland Class C: Manual Drivers Licence (original copy to be sighted by Service Manager)
- National Police Check or Blue Card (to be renewed every 2 years at employee's expense)
- Current First Aid and Resuscitation Certificate (to be updated at the employee's expense)

Signatures:

Project Officer

Date:

Service Manager

Date: