



Position Information Document

Name:	
Position Title:	Community Support Officer
Classification/Grade:	Grade 3 Resources Stream
Hours per Week:	18
Weeks per Year:	40

St Paul's College, as a Catholic, co-educational College in the Edmund Rice tradition, contributes to the development of young people through education and their formation of Christian virtue and conscience.

Founded in 1959 and governed by Edmund Rice Education Australia (EREA), St Paul's College embraces values of Faith, Relationships, Excellence and Diversity in the tradition of our founder Edmund Rice, who used his own gifts and talents to be of service to others and empower the marginalized.

Our College caters for the needs of every individual in a considerate and holistic way, providing learning experiences that are engaging, relevant, innovative, creative and authentic (ERICA). We realise the impact of our community when student experiences are exciting and rewarding, where relationships are supportive and fulfilling, and where our strong Christian values inform every aspect of College life.

The Community Support Officer reports to the Director of Identity and Mission and plays an integral role in delivering the College's mission in practical ways, and across our community of staff and students from reception to Year 12, families, past students, Parish and the broader community. The Community Support Officer is responsible for promoting the Catholic Identity through engagement programs, and by forming active partnerships between the College, the local Parish, and community youth groups. This position will action important support structures for community members in need, especially those in our community experiencing challenge.

KEY WORKING RELATIONSHIPS

Internal Relationships: Executive Leadership Team, Catholic Identity Team, Primary and Secondary Leadership Teams, Secondary Wellbeing Council, ICT Team, Administration Team, Teaching and Non-Teaching staff, and students at the College.

External Relationships: Members of the College Community, Catholic Education South Australia (CESA), Edmund Rice Education Australia (EREA), Catholic charities.

KEY ACCOUNTABILITIES:

- Develop and maintain support mechanisms that identify and appropriately respond to the needs/challenges of members within our community
- Proactively seek to assist members of our community in need
- Maintain a communication process (i.e. an email account) that allows people to refer themselves and/or others to identify support that would benefit members in our community
- Support student engagement in Christian Service Learning and Service/Social Justice initiatives
- Where needed, assist with student formation activities, liturgies, reflection days, retreats etc.
- Identify and propose ways to engage staff and students in community events that benefit our community (i.e. staff undertaking a cooking-day to prepare food for St Paul's families experiencing hardship, such as sickness or grief)
- Promote and enhance student agency with specific focus on servant leadership, including work within student leadership initiatives and programs
- Foster and promote staff and student connections with the local parish
- Promote and support Archdiocesan led youth activities and events within the College

- Promote and support appropriate local initiatives (i.e. council or private events), for the benefit of St Paul's students, our community and the broader community
- Engage with initiatives of charity, advocacy and service, such as St Vincent de Paul Society and project Compassion
- Provide support to the Catholic Identity Team for events, administrative needs and activities, as required
- Actively promote spiritual, physical, emotional and social well-being of the community
- Work with the Catholic Identity Team and Wellbeing Teams to provide support to/for families and children, especially those in crisis and grieving
- Support the connection with local Parish, including local Catholic Schools, as well as supporting the partnerships with colleges in the Edmund Rice Tradition and the broader Edmund Rice network
- Lead initiatives to engage and connect people from diverse cultural, religious and social experience
- Assist with any other duties as requested by the Principal (or delegate).

PERSON SPECIFICATIONS

- Good oral and written communication skills
- Show a strong conviction to faith and service or seeking to develop a personal spiritual life whilst providing similar spiritual support and example to students

WORK HEALTH & SAFETY RESPONSIBILITIES

Supports the implementation of a proactive WHS environment through the development and maintenance of a best practice WHS culture within their Workplace.

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers
- Encourage colleagues and others on the worksite to adhere to safe work practices.

Reference: Division 4, Section 27 and 28 WHS Act 2012

GENERAL TRAINING AND CERTIFICATION REQUIREMENTS:

- Working With Children Check
- Approved Child-Safe Environments Responding to Abuse & Neglect: Education and Care training
- Relevant First Aid Training
- Edmund Rice Education Australia and St Paul's College is committed to ensuring the safety, wellbeing and dignity of all children and young people. All staff must have and maintain a commitment to child safety.

Other

- Some out of hours duties may be required.

ACKNOWLEDGEMENT

I have read and understand the requirements of this position. I acknowledge that this position information document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

Signed (Principal or Delegate)

Signed (Employee)

Date: / /

Date: / /