
POSITION DESCRIPTION – Social Service Advisor

Division: South Burnett Regional Council

Business Unit: Community and Lifestyle

Position Title: Social Service Advisor

PRIMARY ROLE

To investigate, and report to the advisory committee on opportunities to partner and collaborate with existing and emerging not-for profit community groups, social service providers, NDIS providers and Regional Training Organisations.

KEY RESPONSIBILITIES

1. Develop strong and meaningful relationships with the regions not -for profit community groups, social service providers, NDIS support services and Regional Training Organisations
2. Develop relationships with new or emerging service providers to the South Burnett area
3. Provide advice and guidance to the Advisory Committee on the opportunity for the social service industry to utilise the facility
4. Work collaboratively with the Advisory Committee to ensure that the strategic plans and subsidiary plans and events are inclusive of all community members and their abilities.

KEY SELECTION CRITERIA

1. Qualification, enrolled study (minimum second year study) or demonstrated industry experience in Social Science or equivalent.
2. High level of keyboard and computer skills including sound knowledge of the MS Office Suite
3. Sound interpersonal skills and ability to communicate and collaborate with individual community members and community groups
4. Ability to work effectively within a team
5. Digital conferencing skills and equipment if volunteering remotely

REQUIRED HOURS

Volunteers are required to commit approximately two hours per week or equivalent over the term and attend a minimum four meetings. Attendance may be in person or through a digital conference solution. The advisory committee has specific key performance measures and reporting requirements to maintain, and the position descriptions have been designed to promote the opportunity to work individually on elements of the strategic plan and then collaboratively with other group members prior to reporting to Council.

ADDITIONAL NOTES

1. Volunteers will be required to undergo a police check via a Blue Card – working with children/young people check.
2. Digital conferencing skills and equipment if volunteering remotely
3. Volunteers may be asked to assist with events.
4. All Volunteers will be required to undertake Volunteer induction.
5. Volunteers are required to comply with Council's Code of Conduct.