

POSITION DESCRIPTION

Position:	Diversity Engagement Officer	Reports to:	Operations Manager
Award:	Social Community Homecare & Disability Services	Classification:	SCHADS Level 4
Status:	Full-time/Part-time - Fixed term contract	Location:	Dulwich SA

Purpose of Role

The Diversity Engagement Officer [DEO] will engage with aged care providers to promote and encourage attendance at the Diversity workshop series and Community of Practice. The role requires frequent travel to regional areas within South Australia to meet with service providers and facilitate the delivery of the Diversity workshops.

The DEO reports to the Operations Manager, works closely with the Operations Team Leaders and maintains a collaborative and productive working relationship with all other staff within ARAS.

The DEO is responsible for ensuring the roll out of Diversity workshops in accordance with the proposed timetable provided by OPAN which is provided as an attachment to this PD.

The DEO is able to facilitate workshops with service providers whom -

- receive Commonwealth subsidised residential aged care funding.

Key Responsibilities	Key Performance Indicators
1. Operational Support	1.1 Undertake extensive engagement with aged care providers to promote and encourage participation in the Diversity workshops. 1.2 Support delivery, in conjunction with the diversity education team and other stakeholders, the diversity workshop series that includes face-to-face workshops and virtual support for aged care providers. 1.3 Contribute to, and support the delivery facilitation of, a regular Community of Practice to support ongoing learning. 1.4 Promote the diversity workshops, diversity e-learning, and the Diversity Community of Practice at each ARAS event. 1.5 Support identification of, and connection with, local diversity organisations, knowledge holders and networks in the workplace series, e-learning and Community of Practice. 1.6 Utilise authorised & approved ARAS & OPAN facilitate workshops and to promote ARAS services. 1.7 Represent and promote ARAS at workshops, forums, public engagements and networking meetings. 1.8 Maintain up to date knowledge and understanding of the relevant legislation, guidelines, policies and procedures. 1.9 Contribute to, and meet, organisational targets as per contractual key performance indicators.
2. Data & reporting	2.1 Collect & analyse data and feedback for reporting purposes and continuous improvement of the diversity education program. 2.2 Assist to extend reach to providers. 2.3 Assist to measure learning outcomes. 2.4 Record and maintain data in an acceptable form, as determined by ARAS/ OPAN 2.5 Provide data analyses and feedback in a timely manner.

3. Continuous Quality Improvement	<p>3.1 Promote and support reflective practice in all ARAS staff and demonstrate commitment to continuous quality improvement.</p> <p>3.2 Identify opportunities and options to promote and support high quality service provision and the best outcomes for clients, their families and staff.</p> <p>3.3 Participate and contribute in Workplace, Health and Safety activities to ensure a safe work environment for clients, staff, visitors and the community.</p> <p>3.4 Identify continuous improvements for related policies and procedures that support the inclusion and participation of clients.</p> <p>3.5 Participate in and contribute to Continuous Quality Improvement systems and any relevant quality review or accreditation.</p>
4. Administration & Documentation	<p>4.1 Demonstrate the ability to work positively, negotiate and communicate effectively within a team environment and to operate with a high level of initiative and autonomy when required to achieve deliverables.</p> <p>4.2 Assist to organize logistics for all project delivery events.</p> <p>4.3 Professional participation in all team meetings connected with the diversity education project.</p> <p>4.4 Collect and record data for systemic issues and projectwork.</p> <p>4.5 Provide regular reports as directed by the Operations Management.</p>
5. Personal & Professional Development	<p>5.1 Participate in ARAS's performance management process.</p> <p>5.2 Attend training as identified through the performance management process, or as identified by management.</p> <p>5.3 Maintain knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation.</p> <p>5.4 Demonstrate knowledge of ARAS's policies and procedures and a commitment to keep updated on emerging changes.</p>
6. Know and apply ARAS policies and procedures	<p>6.1 Demonstrated alignment to the ARAS mission, values, and strategic plan.</p> <p>6.2 Model and foster behaviors aligned with the ARAS Code of Conduct.</p> <p>6.3 Evidence of harmonious working relationships with other employees, volunteers and other stakeholders.</p> <p>6.4 Management of risk and ensure compliance with WHS to the highest standards.</p>

PERSON SPECIFICATION

Qualifications

- A tertiary qualification in human services, law, social work, behavioural science and/or community services or an equivalent combination of relevant extensive experience, education and/or training **will be well regarded.**

Knowledge and experience

- Demonstrates high level verbal and written communication skills with a variety of stakeholders. This includes a high level of comfort with making phone calls and providing brief presentations to a variety of audiences to promote diversity education.
- Good understanding of diversity, preferably within the aged care sector is **highly desirable.**
- Experience in developing and facilitating Communities of Practice is also highly desirable.

Specific employment requirements

- Satisfactory National Police Clearance required.
- Working with Vulnerable Persons Check
- Vaccinations as required from time to time to allow entry to RACFs, at present this includes annual influenza vaccination, and COVID-19 vaccination.
- Work outside of normal office hours may be required from time to time.
- Current driving licence and willingness to drive for work purposes.
- Travel within South Australia is required

PROPOSED LOCATIONS & TIMING OF SA WORKSHOPS

Order	State	ACPR	City	WS1 Date	WS2 Date
1	SA	Metropolitan South	Oaklands Park	Wed 5 Feb 25	Thurs 6 Feb 25
2	SA	Hills, Mallee & Southern	Murray Bridge	Wed 12 Feb 25	Thurs 13 Feb 25
3	SA	Metropolitan North	Salisbury	Wed 19 Mar 25	Thurs 20 Mar 25
4	SA	Yorke, Lower North and Barossa	Clare	Wed 26 Mar 25	Thurs 27 Mar 25
5	SA	Mid North (+Eyre Peninsula)	Port Augusta	Wed 9 Apr 25	Thurs 10 Apr 25
6	SA	Metropolitan West	Brompton	Wed 14 May 25	Thurs 15 May 25
7	SA	Metropolitan East	Adelaide	Wed 21 May 25	Thurs 22 May 25

MONITORING, EVALUATION AND REVIEW

Status:	APPROVED	Control:	Human Resources
Approved by:	CSM	Version:	1.0
Effective Date:	01/12/2024	Review Date:	01/12/2026

Acknowledgement

I, acknowledge that I have read and understood the key position duties described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake additional duties relevant to the position, not listed in this statement, that fall within my competency and skill set. I have received a copy of this Position Description.

Employee

Name: _____

Signed: _____

Date ____/____/____

Human Resources Manager

Name: _____

Signed: _____

Date ____/____/____