



# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Community Safety Assistant</b>
<b>Reporting to:</b>	Community Safety Senior Officer
<b>Status:</b>	Casual
<b>Salary:</b>	Level 1
<b>Award Conditions:</b>	Local Government Industry Award 2020
<b>Location:</b>	Various

## POSITION STATEMENT

The Community Safety Assistant will be trained to deliver high quality, effective night patrol activities and other community safety initiatives that will lead to a safer environment for all members of the West Arnhem Regional Council community.

## ACCOUNTABILITIES & RESPONSIBILITIES

### Primary Tasks

- Under the direction and supervision of the Community Safety Senior Officer, deliver a range of community safety initiatives in accordance with specific service agreements. The initiatives include but are not limited to:
  - returning children who are unsupervised outside of normal hours, to their homes or another safe location, to a parent or carer;
  - relocating vulnerable people to a safe environment with their consent, for example, a relative's home, Safe House or medical facility;
  - defusing violent situations offering protection to vulnerable people, where it is safe to do so, and contacting Police as required;
  - diverting people affected by alcohol away from unnecessary contact with the criminal justice system and making referrals to social services agencies to follow up on support needs of clients (e.g. children and youth who are at risk from substance abuse and assault, clients with mental health concerns, in violent relationships or presenting with addiction issues); and
  - providing information to police as requested or required by law.
- Ensure that the Community Safety Team is able to be contacted at all times while on duty.
- Report on all incidents that are attended to or are involved with to the Community Safety Senior Officer.
- Ensure that all active interventions are carried out in a safe and respectful manner and client confidentiality is respected.
- Follow Council policies and procedures at all times including the Community Safety Operational Plan.



	<ul style="list-style-type: none"> <li>• Promote safe and positive behaviours to community members in the community.</li> <li>• Advise the Community Safety Senior Officer of any cultural activities within the community.</li> <li>• Ensure that Council resources are used and maintained effectively and efficiently (eg. Council equipment and vehicles).</li> <li>• Actively participate in all employee-related activities such as regular work attendance, adherence to a work roster, attendance at staff meetings, training and performance reviews.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Participate in a team approach to problem solving and encourage innovative practice.</li> <li>• Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and West Arnhem Regional Council personnel.</li> <li>• Support a collaborative culture with internal and external stakeholders, and motivate team members by inculcating a dynamic working environment that nurtures innovation.</li> </ul>
<b>Policies and Procedures</b>	<ul style="list-style-type: none"> <li>• Comply with all West Arnhem Regional Council Policies and Procedures.</li> </ul>
<b>Work Health and Safety</b>	<ul style="list-style-type: none"> <li>• In accordance with work health and safety legislation:             <ul style="list-style-type: none"> <li>○ ensure you work safely, the way you work does not cause harm to others and you use measures within your control that prevent injuries or illnesses; and</li> <li>○ within your area of responsibility, ensure compliance with work health and safety legislation and Council’s work health and safety policies and procedures.</li> </ul> </li> <li>• Actively participate in safety improvement activities.</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• Comply with the West Arnhem Regional Council ‘Code of Conduct’ and all other policies and procedures adopted by the West Arnhem Regional Council as varied from time to time.</li> <li>• Other duties commensurate with skills and experience as directed by the Community Safety Senior Officer.</li> </ul>

**SELECTION CRITERIA**

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Good oral communication skills and proven knowledge of Aboriginal language that will enable sensitive and effective communication with Indigenous people in a remote community.</li> <li>• A basic understanding of issues affecting Indigenous people in remote communities.</li> <li>• Ability to act impartially and with respect, to different groups within the community.</li> <li>• Basic literacy and numeracy skills, and ability to learn to write basic reports to record events.</li> <li>• Basic knowledge of Work Health and Safety in the workplace.</li> <li>• National Criminal History Check clearance.</li> <li>• Current Working with Children/Ochre Card.</li> </ul>
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<b>Desirable</b>	<ul style="list-style-type: none"><li>• Current Northern Territory Drivers Licence.</li><li>• First Aid Certificate.</li></ul>
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**YOUR SPHERE OF INFLUENCE AND KEY RELATIONSHIPS**

Freedom to act is governed by broad goals, policies, legislation and budgets with periodical reviews to ensure achievement of goals.

Decisions and actions have an effect on the operational unit and the wider organisation.

When developing policy options and strategic plans, freedom to act is determined by the Chief Operating Officer.

The advice provided is relied upon for guidance and justification for adopting particular policies and procedures, where the impact may be substantial.

**Reports to** Community Safety Senior Officer

**Internal** Wellbeing Coordinator  
Council Services Manager  
Community Safety Assistant  
People & Learning Team  
All Staff

**External** Parents & Children  
Health Clinic  
Police  
Government representatives  
Community Members  
Service providers



Approved by **CEO**

*D Hindley* :

Date: 17.12.2020

