

Community Garden Project Worker



Plenty Valley
Community
Health

Plenty Valley Community Health is a Primary Health Service that provide a range of primary health, dental, disability, health promotion & social support services to the growing communities of the outer northern suburbs of Melbourne.

This is a casual appointment, one day per week until July 2010.

Plenty Valley Community Health is seeking a highly motivated community development worker to facilitate a community garden project. The Community Garden Project Worker will work within the health promotion team and in collaboration with the Community Kitchen Project facilitator. This evolving project, with social inclusion, physical activity and healthy eating outcomes will take place at a community garden site at Peter Lalor Secondary College. The project aims to create sustainable community kitchens and gardens that continue beyond the duration of the project.

The Community Garden Project worker role will include:

- Support community building activities to promote community interest and involvement in the garden such as: design and building of garden and on-going maintenance, could include bus tours of other gardens, 'open-day' consultation at the site, DVD/speaker night etc.
- Connecting and involving community and liaising with other project partners in the design phase, sourcing of building materials, soil, seeds, seedlings etc and coordinate the garden building process with community, volunteers, students, clients etc
- Recruit clients as garden participants, recruit volunteers, develop participants social connection and skills in teamwork, leadership, social and interpersonal skills, facilitate participant pathways to employment, training, education, volunteering and advocacy if appropriate
- Liaise with PVCH staff and projects and other agencies, link gardening project to: PVCH community kitchen project, primary school garden projects; Schools' Gardening event with Cultivating Community workers; Council and other gardening activities – participate in City of Whittlesea food security network; Whittlesea township
- Garden activities [after garden established]: Develop and implement healthy eating and physical activity events/programs etc, for example: group soup using veggies grown in individual garden beds; produce swap – extra produce grow in individual community garden excursions, talks
- Project support: recording and reporting; promotional material; define garden rules, processes, protocols

Remuneration dependant on skills & qualifications.

Please include a covering letter that details your experience relevant to this role and an updated resume by COB Wednesday 10th March 2010. For more information please contact Emma Hughes, Program Manager Population Health & Research on 9409 9743 (Mon, Wed-Fri)

Please apply electronically via our website or post to;

Human Resources

Plenty Valley Community Health

Po Box 82,

WHITTLESEA VIC 3757

www.pvch.org.au



Plenty Valley Community Health

Plenty Valley Community Health. POSITION DESCRIPTION

POSITION:	Community Garden Project worker
TEAM:	Health Promotion
LOCATION:	You will be expected to work primarily from the garden site at Peter Lalor Secondary College.
AWARD:	Social & Community Services (Stand alone CHC) Agreement (SACS)
CLASSIFICATION:	Community Development Worker Class 2B
POSITION OBJECTIVE:	Coordinate a Community Garden project at Peter Lalor Secondary College
EFFECTIVE DATE:	July 2009
REVIEW DATE:	July 2010
POSITION APPROVED:	<<date>> Manager Corporate Services
<u>REPORTING RELATIONSHIPS</u>	
REPORTS TO:	Program Coordinator – Health Promotion & Research
POSITIONS REPORTING TO THIS POSITION	NIL

Our Principles

- Knowing and understanding our community;
- Responding to our clients and the community;
- Creating and researching innovative options and ideas;
- Advocating on behalf of our clients and the community.

Our Values

- Accountability;
- Responsiveness;
 - Diversity;
- Flexibility and Creativity;
 - Professionalism;
- Caring Respect and Compassion.

Good health, Your right, Our commitment

Organisational Context

Plenty Valley Community Health (PVCH) provides a comprehensive range of primary health, dental, disability and social support services to the growing population of the Plenty Valley growth corridor in the northern suburbs of Melbourne.

Our challenge is to meet an increasing demand for service through the provision of new and innovative services emphasising prevention, through a range of health promotion and research activities. There is an expectation that all staff will contribute to these activities.

Services targeted for specific growth and development within our Corporate Plan 2006-2008 are Children's Services, Aged Care Services, Management of Chronic Disease, Disability Services, Specialist Counselling Services and Youth Services.

PVCH is an incorporated body which is managed by a Board of Management comprising community stakeholders, elected from the community and appointed by the Governor in Council.

Our expectation is that staff will operate as a co-operative team. Our staff will be flexible, multi-skilled and able to work with a diverse range of individuals, groups and community agencies. Our staff will continually update their knowledge to take on new responsibilities and challenges.

Position Scope

Plenty Valley Community Health is seeking a skilled, experienced and highly motivated community development worker to facilitate a community garden project. This evolving project, with social inclusion, physical activity and healthy eating outcomes, has been funded by Department of Health and Aging, Healthy Active Australia. The Community Garden Project worker will work within the health promotion team and in collaboration with the Community Kitchen Project facilitator. The project will utilise a community garden site at Peter Lalor Secondary College. The target groups will include community groups and groups with employment, training and volunteering pathway needs.

Key Responsibilities and Duties

Service Delivery

- Connecting and involving community in the process of designing, resourcing, building and using the garden
- *At the site* liaise with Peter Lalor Secondary College and community partners in sourcing of building materials, soil, seeds, seedlings etc and coordinate the garden building process with volunteers, students, clients etc
- *Support community building activities such as:* those promoting community interest and involvement in the garden, including design and building of garden and on-going maintenance, could include bus tours of other gardens, 'open-day' consultation at the site, DVD/speaker night etc.
- Recruit clients as garden participants, recruit volunteers develop participants social connection and skills in teamwork, leadership, social and interpersonal skills, facilitate pathways to employment, training, education, volunteering and advocacy
- *Liaison with PVCH staff and projects and other agencies:* link to PVCH community kitchen project, link to primary school garden projects, e.g. school excursions to PLS, organise with Cultivating Community worker; help organise City of Whittlesea School gardening event; link to Council and other gardening activities – participate in City of Whittlesea food security network;
- *Garden activities [after garden established]:* Develop and implement healthy eating and physical activity events/programs etc, for example: group soup using veggies grown in individual garden beds; produce swap – extra produce grow in individual community garden excursions, talks
- *Project support:* recording and reporting; promotional material; define garden rules,

<p>Administration</p> <p>Organisational</p>	<p>processes, protocols</p> <ul style="list-style-type: none"> • Maintain effective liaison with the Health Promotion and Research team. • Ensure adequate records and evaluation data is recorded and maintained on a regular basis <ul style="list-style-type: none"> • Abide by PVCH Policies and Procedures and Core Values. • To ensure that the confidentiality of PVCH clients is respected and upheld at all times. • Actively promote PVCH and its services within the community. • Other Duties as directed
<p>Core Competencies, Attributes and Capabilities</p>	
<p>Computer Skills</p> <p>Leadership and Management</p> <p>Interpersonal Skills</p> <p>Client Orientation</p>	<ul style="list-style-type: none"> • Working knowledge of MS Outlook, MS Office (including Word, Excel, PowerPoint) and Internet Explorer. • Exposure to electronic records systems such as TRIM. • Exposure to staff intranet systems. • Ability to manage time, to take initiative and to work independently • Experience in volunteer recruitment, training, and support • Ability to liaise effectively with service staff, community groups, and external services • Ability to work independently and as a part of a team • Ability to negotiate and gain co-operation and support of others in a team environment • Excellent interpersonal and group facilitation skills • Willingness to self-start, take initiative to solve problems and assess priorities, and manage a variety of tasks calmly and effectively • A commitment to social justice and advocacy on behalf of clients. • A sensitivity to Culturally and Linguistically Diverse (CALD) individuals and communities. • A commitment to access and equity for individuals from disadvantaged communities.
<p>Accountabilities and Delegations</p>	
<p>This position reports directly to Program Coordinator Health Promotion and Research</p>	
<p>Qualifications and Experience</p>	
<ul style="list-style-type: none"> • Desirable - A relevant tertiary qualification in community development, health promotion or other social sciences; or equivalent workplace experience/expertise 	
<p>Key Selection Criteria</p>	
<p>Mandatory</p> <p>Other Desirable Skills, Knowledge and Experience</p>	<ol style="list-style-type: none"> 1. Community building experience 2. Working knowledge of community gardens 3. Demonstrated Core Competencies, Attributes and Capabilities as listed above Current 4. Current driver's Licence <ul style="list-style-type: none"> • Knowledge of local City of Whittlesea community issues, stakeholders and service providers • Proficiency in a community language would be an advantage

- First Aid Certificate would be an advantage
- Working with Children Check

Conditions of Employment

Salary and Conditions:	Subject to Award or Collective Agreement
Basis of Employment:	Casual – July 2010
Hours of Duty:	One day per week position, specific time/day to be negotiated. This position may require some after hours commitments in order to attending community reference groups and other networking meetings. Time in Lieu will be taken for time worked on these occasions.
Location:	You may be expected to operate from multiple sites operated by PVCH
Travel:	Use of private vehicle may be required from time to time depending on the availability of PVCH vehicles. This will be reimbursed at rates specified in the Award. Please consult your Comprehensive Motor Vehicle Insurer to ensure appropriate coverage prior to using private vehicle for business use.
Salary Packaging:	Salary Packaging in accordance with PVCH Salary Packaging Policy will be available to full-time and part-time staff.
Probationary Period:	Permanent appointment is subject to a 3 month probationary period in which time the incumbent must demonstrate satisfactory performance of duties required.
Pre-Employment Checks:	In order to demonstrate the absence of a relevant criminal conviction, a police records check will be undertaken for all positions. A pre-employment medical will be required prior to appointment to permanent positions.
Equal Employment Opportunity:	PVCH is an Equal Opportunity employer.
Occupational Health and Safety	PVCH operates a smoke free workplace.
Position Description	This Position Description may be amended from time to time to enhance response to PVCH clients.

I acknowledge and agree that the above job description is a true and accurate description of my current role.

Signed: _____
Employee

Name: _____

Date: _____