



PAROO SHIRE COUNCIL

Position Vacant

Community Support Officer– Full Time to 09/2023

Paroo Shire Council is currently seeking suitable candidates to join the Community Services Team in the role of Community Services Officer

The Community Services Officer is an essential link for providing guidance and information to individuals, families, community groups and service providers about relevant social issues impacting our community. You will encourage community participation in identifying appropriate solutions and ensuring that support services are delivered to meet the community's needs. As a representative of Council, professionalism and the provision of courteous customer service is essential.

Community Support Officer is responsible for:

- Plan and coordinate workshops within the public space with various clients.
- Assist in researching for Grants to support programs and work with other Council areas on Grant preparation.
- Develop networks with government and non-government agencies in the Paroo Shire Local Government Area.
- Prepare applications and reports as required inline with funding, compliance and Council requirements.
- Provide information relating to activities, outcomes and emerging issues, to the Team Leader on a monthly basis for inclusion into Council meetings.

As a representative of Council, it is expected you demonstrate professionalism, leadership and a commitment to a high level of service and continuous improvement in the best interest of Council and the community are essential.

To apply for this role:

- Review the position description available at www.paroo.qld.gov.au/employment or pick up from the Front Counter at the Council Depot on Broad Street, Cunnamulla
- Provide a brief cover letter (1-2 pages) outlining your motivation for applying for this role and the skills and experience that you will bring to the role
- Send your cover letter plus your current resume to recruitment@paroo.qld.gov.au
- For further information please contact Council on (07) 4655 8400

Applications close: COB 16th April 2021

Cassandra White
Chief Executive Officer, Paroo Shire Council