

Community Services

Community Services & Health Industry Skills Council Ltd

Occupation: Community Environmental Policy Assistant

Job Description: employees work in a community practices, assisting with policy to help identify the needs of individuals with special needs in an environmentally sustainable manner. Specialist areas include working with individuals with special needs such as mental health issues, domestic violence, disability, community care, juvenile justice or child protection.

Qualification: CHC30802 Certificate III in Community Services Work

This qualification reflects the role of individuals who apply a broad range of administrative and communication competencies in varied contexts, using some discretion and judgement. They may provide technical advice and support to colleagues.

The Community Services CHC02 Training Package guidelines, with the incorporation of an environmental elective have been applied to create this occupational profile:

13 Units Required	
Compulsory Units	
CHCADMIN5C	Work within administrative protocols of the organisation
CHCCD12D	Apply a community development framework
CHCCOM2B	Communicate appropriately with clients and colleagues
CHCCS301A	Work in a legal and ethical framework
CHCCS401A	Facilitate co-operative behaviour
CHCCS402A	Respond holistically to client issues
CHCINF2B	Maintain organisation's information systems
CHCORG3B	Participate in the work environment
CHCOHS301A	Participate in workplace safety procedures
CHCNET1C	Participate in networks
CHCGROUP2C	Support group activities
Elective Units Selected	
CPPCMN3001A	Participate in environmentally sustainable work practices
BSBADM409A	Coordinate business resources