

Position description



Title: Community Development Worker
Business Unit: Resilient Communities, Asylum Seeker Programs - Uniting Lentara
Location: 212 Sydney Road, Brunswick
Employment type: Part Time (33 hours per week), Maximum Term (until November 2019)
Reports to: Coordinator, Asylum Seeker Programs

About Uniting

Uniting works alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Murrumbidgee in East Gippsland, the Wimmera region in the west, and across Tasmania.

Uniting is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (LGBTIQ) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

Position purpose

The purpose of this position is to provide support and assistance to people seeking asylum attending the Asylum Seeker Welcome Centre. The position has a key role in actively developing and planning social and recreational initiatives as part of programs at the Asylum Seeker Welcome Centre and coordinating the Saturday program. The Social Cohesion Officer will develop and enhance participatory social activity opportunities for asylum seekers living within the community, with the aim of reducing social isolation and building social cohesion.

Scope

Budget: nil

People: Program Volunteers

Relationships:

Internal:

- ASWC volunteers
- Other Uniting sites

External

- Moreland City Council
- Brunswick Uniting Church
- Monash University
- Fare Share

Approval: (position [see delegations of authority policy])	Page 1 of 4	Position Description: (Position title)
Date Approved: (insert date)		Next Review Date: (Insert date)

Printed copies of this document are not controlled.

Position description

Community Development Worker



Key responsibility areas

Service delivery

- Provide support, assistance and opportunity for engagement with other services to people seeking asylum, volunteers and staff
- Administer the social and recreational aspects of the program including the provision of a Saturday program at the Asylum Seeker Welcome Centre
- In conjunction with the Practice Leader, develop, review and evaluate social cohesion activities to ensure the provision of appropriate quality services to asylum seekers and newly permanent onshore refugees
- Contribute to the promotion of awareness of the role and function of the asylum seeker programs within local community
- Maintain appropriate regular documentation and data collection to enable preparation of budget, and reports as requested
- Support the provision of a safe environment for clients, staff and volunteers
- Develop and enhance social and recreation opportunities as required and coordinate social and recreational programs in collaboration with the Practice Leader
- Provide appropriate, current information on issues relating to asylum seekers, including community referrals, educational opportunities, advocacy, and links to the community
- Identify community needs through research, consultation and identification of service gaps, determine and facilitate appropriate projects or programs to be delivered to the community particularly those in partnership with volunteers to encourage the development of an inclusive community centre supporting the needs of asylum seekers
- Improve the support and opportunities for partnership with local community organisation's, foster social connectedness, create awareness and develop respect amongst Welcome Centre attendees

People Management

- Support volunteers in the delivery of programs as part of the social cohesion program
- Support recruitment activities of new volunteers in consultation with People and Culture

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.

Position description

Community Development Worker



- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

Person specification

Qualifications

- Tertiary Degree in Community Development or equivalent relevant degree

Experience

- Experience in working with asylum seekers or refugees
- Experience in the development and management of small projects within the community sector
- Ability to involve and engage people who are socially isolated in order for them to develop a sense of belonging
- Knowledge and experience working within a drop-in center environment

Core selection criteria

- Values alignment: ability to demonstrate and authentically promote Uniting's values
- Highly developed skills in cross-cultural communication and sensitivity to cultural issues
- Knowledge and experience in the provision and management of social and recreational services including research into client needs, planning activities, networking, promoting internally and externally in order to realize the full potential of the project
- Experience in organising, facilitating and coordinating events and programs
- Experience in the development and management of small projects within the community sector
- Proven ability to involve and engage people who are socially isolated in order for them to develop a sense of belonging
- Demonstrated negotiation, strong verbal and written communication skills
- Demonstrated ability to work well both autonomously and as part of a team
- Experience working within an organisation undergoing growth and change
- Ability to work in a changeable environment and meet tight deadlines
- Strong interpersonal skills, demonstrated experience in collaboratively liaising with community, government and other stakeholders, including developing and maintaining stakeholder relationships
- Current Australian Drivers Licence
- Proficiency with MS Office (Excel, Word, Outlook and PowerPoint) and have experience in using an online database

We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

Approval: (position [see delegations of authority policy])	Page 3 of 4	Position Description: (Position title)
Date Approved: (insert date)		Next Review Date: (Insert date)

Position description

Community Development Worker



Employee

Name:

Signature:

Date:

Manager

Name:

Signature:

Date: