

Position Description

Title	Community Development Worker
Business Unit	Asylum Seeker Programs, Resilient Communities
Location	Asylum Seeker Welcome Centre, 212 Sydney Road, Brunswick
Employment type	Part Time (42 hours per fortnight), Maximum Term (until August 2022)
Reports to	Team Leader, Asylum Seeker Programs

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

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 work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (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

1. Position purpose

The Community Development Worker will work under the guidance of the Asylum Seeker Program Team Leader, and the overall service management direction of the Program Manager Asylum Seeker Programs, to provide support and assistance to people seeking asylum attending the Welcome Centre. The position has a key role in helping communities empower themselves, working alongside service users, inspiring them, supporting them and offering them guidance and opportunities for initiating social change.

2. Scope

Budget: nil

People: ASWC Volunteers and student placements

3. Relationships

Internal

- Asylum Seeker Programs staff
- ASWC volunteers

Position Description

Community Development Worker

- Other Uniting sites and programs

External

- Moreland City Council
- Brunswick Uniting Church
- Local agencies and organisations
- Food relief agencies including Secondbite and Foodbank
- Asylum Seeker sector agencies including Asylum Seeker Resource Centre, Salvation Army, Bapcare Sanctuary, Foundation House, Cabrini Health, Brotherhood of St Lawrence and others

4. Key responsibility areas

Service delivery

- Develop, plan and implement appropriate programs and projects in response to the identified needs, service gaps and community strengths
- Provide a range of Welcome Centre development initiatives that build community capacity to enable service users meet their own needs, improve their wellbeing and enhance their quality of life
- Under the direction of the Team Leader, implement and evaluate community development projects in line with community development strength based principals
- Provide support, assistance and opportunity for engagement with other services to people seeking asylum, volunteers and staff
- 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 center 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
- Contribute to the promotion of awareness of the role and function of the Welcome Centre within the asylum seeker sector as part of the Asylum Seeker Welcome Centre team

Administration

- Maintain appropriate regular documentation and data collection to enable preparation of budget, and reports as requested by management
- Keep client records up-to-date as required for service delivery
- Maintain records of community development projects to ensure program sustainability
- Use of databases including volunteer management database

Quality and risk

- Support the provision of a safe environment for clients, staff and volunteers
- Report all risks and incidents within required timeframes using appropriate reporting tools

People and teams

- In collaboration with the Team Leader, supervise a team of volunteer's day to day activities to ensure effective delivery of services
- Support recruitment activities of new volunteers in consultation with People and Culture
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

Position Description

Community Development Worker

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.
- 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.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.

5. Performance indicators

- Support the provision of a safe environment for clients, staff and volunteers – one conducive to welcoming and supporting people seeking asylum and those transitioning into other visas in collaboration with staff and volunteers
- Identify community needs through research, consultation and identification of service gaps, determine and facilitate appropriate strength based responses
- Improve the support and opportunities for partnership with local community organisations, foster social connectedness, create awareness and develop respect amongst Welcome Centre attendees

6. Person specification

Qualifications

- Tertiary Degree in Community Development or equivalent relevant degree
- Victorian Drivers Licence desirable but not essential

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
- Desirable: Knowledge and experience working within a community center or drop-in environment

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- Demonstrated experience in working with asylum seekers or refugees
- Highly developed skills in cross-cultural communication and sensitivity to cultural issues

Position Description Community Development Worker

- Knowledge and experience in the provision and management of community development initiatives, including research into client needs, planning activities, networking, promoting internally and externally in order to realize the full potential of the project
- Experience in the development and management of small projects within the community sector, including organising, facilitating and coordinating events and programs
- 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 with volunteers
- Ability to work in a changeable environment and meet deadlines
- Strong interpersonal skills, demonstrated experience in collaboratively liaising with community, government and other stakeholders, including developing and maintaining stakeholder relationships
- Proficiency with MS Office (Excel, Word, Outlook and PowerPoint) and have experience in using an online database

7. 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 relevant Working with Children Check (and NDIS Worker Screening Check where relevant) to your State 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.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: