

MULTICULTURAL WORKER

The Bundaberg & District Neighbourhood Centre operates as a community hub, providing information and referral services to individuals, groups and organisations in the Bundaberg region. We are seeking a Multicultural Worker to plan, coordinate and deliver services to the culturally and linguistically diverse (CALD) community through the CAMS Program. The position involves working with CALD individuals and community groups to increase their ability to participate positively in their community.

Position: Part-time - 20 hours per week
SCHCADS Award level 4.

Essential:

- Tertiary qualification in Human Services or Community Development
- Minimum 2 years experience in working with CALD communities
- Knowledge of CALD communities in the Bundaberg region
- Demonstrated Cultural Competency skills
- Ability to work both independently and within a team
- Excellent written and verbal communication skills
- High level computer skills
- Driver's license
- Valid Blue Card for Working with Children or ability to acquire

For more information access website www.kenalwynbnc.org.au

Applications via email recruitment@kenalwynbnc.org.au close Friday 26th January 2018.

POSITION DESCRIPTION:

Position: CAMS Multicultural Community Worker

Salary: Modern SCHCADS Award, Level 4.1

Appointment: Part-time: 20 hours per week

THE ORGANISATION

The Bundaberg & District Neighbourhood Centre is an independent not-for-profit organisation operating in Bundaberg as an information and referral centre to the Bundaberg and wider community. The Centre provides a range of both funded and non-funded community programs, providing support and advocacy services to individuals, families and community groups.

POSITION SUMMARY:

The Community Action for a Multicultural Society (CAMS) Program is funded by the Multicultural Affairs Queensland (MAQ), within the Department of Communities, Child Safety and Disability Services. The Program's services and activities are carried out within the confines of the funding body's policies and procedures, and those of the Bundaberg & District Neighbourhood Centre.

The part-time position is based at the Bundaberg & District Neighbourhood Centre.

The CAMS Multicultural Community Worker role involves the planning, coordination and delivery of services to the culturally and linguistically diverse (CALD) community through the CAMS Program. The position involves working with CALD individuals and community groups to improve community engagement and increase ability to participate positively in their community, through culturally appropriate support and advocacy services.

POSITION REPORTS TO:

Manager of the Bundaberg & District Neighbourhood Centre.

POSITIONS RESPONSIBLE TO THE POSITION:

Volunteers and any other employed staff/contractors who may work within the Program.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The Multicultural Community Worker is required to:

- Promote collaboration between CALD communities, community organisations and government agencies.
- Consult and involve CALD communities and relevant community groups to identify issues and to develop and implement strategies to:
 - improve the accessibility and responsiveness of services and programs to the needs of people from CALD backgrounds.
 - improve the participation of CALD individuals, families and cultural communities in wider community life and assist in developing cohesive CALD communities.
- Fulfil all the requirements of the CAMS Program Work Plans.
- Produce timely program reports to funding bodies and Bundaberg & District Neighbourhood Centre Management.
- Identify funding opportunities and prepare funding submissions, in consultation with the Centre Manager, to further support CAMS program activities and/or cultural groups.

- Assist CALD groups to work together and promote their activities to the broader community.
- Assist the Centre Manager in the development of operational and strategic planning for the Program.
- Ensure the efficient delivery of CAMS services.
- Adhere strictly to the Bundaberg & District Neighbourhood Centre's Privacy and Confidentiality Policies, and associated legislation, in the collection, sharing and storage of all client information and data.
- Monitor the implementation of relevant statutory, legislative and policy developments.
- Assist with enquiries about services available and provide appropriate referrals.
- Attend relevant meetings and training opportunities.
- Develop culturally appropriate Program resources and promotional materials.
- Share information with, and contribute to, the CAMS network and local social service provider networks.

STAFF & VOLUNTEER MANAGEMENT:

- Develop position descriptions for volunteers.
- Ensure that staff and volunteers fulfil the requirements of their position descriptions.
- Ensure adequate and appropriate supervision, training, support and appraisals are provided to volunteers and staff.
- Ensure the provision and maintenance of safe working conditions for all volunteers and staff.

GENERAL DUTIES:

- Adopt, implement and promote the philosophy, constitution and policies of the Bundaberg & District Neighbourhood Centre.
- Participate with other staff in the day to day running of the Centre under direction of the Manager.
- Actively participate in Service Assessment processes conducted by the funding body or Centre Management.

MANDATORY REQUIREMENTS:

- Proven ability to develop, deliver and evaluate community programs.
- Demonstrated ability to relate to people from different cultural and socio-economic backgrounds.
- Knowledge of, or ability to rapidly acquire knowledge of, Bundaberg region CALD communities.
- Highly developed communication skills including written, verbal, consultation and interpersonal skills.
- Demonstrated ability to work with initiative under limited direction and supervision within a team environment.
- Experience and demonstrated ability in working consultatively and in building effective working relationships with a broad range of stakeholders.

ESSENTIAL SKILLS AND EXPERIENCE:

- Tertiary qualification in Human Services or Community Development (or extensive relevant experience).
- Knowledge of the CAMS program, and relevant activities.
- Knowledge of CALD communities in the Bundaberg region.
- Demonstrated Cultural Competency skills.
- Ability to work both independently and within a team.
- Ability to manage and coordinate volunteers.
- A working knowledge of social justice principles and a sound understanding of community development processes.
- Ability to research and professionally develop reports and funding submissions.
- High level computer skills and social media expertise.
- Possession of a Blue Card for Working with Children or ability to acquire.
- A "C" class (car) driver's licence is required.