



Role Description Community Worker (Bilingual Macedonian/English)

The Community Worker's role is to work as a member of the Australian Macedonian Welfare & Wellbeing NSW (AMWW) team to achieve the goals and objectives of the organisation

The role is responsible for implementing community development work to improve access and support for community members identifying as Macedonian & other Former Yugoslav cultural identities.

Employment Status: Parttime 7hrs per week, Fixed term position for 6months. Further work depends on funding

Responsible to: The position is responsible to the Management Committee

This Role Description should be read in conjunction with AMWW's Policies and Procedures, employee job contract & other relevant guidelines including project funding guidelines of assigned projects.

Key Responsibilities and Duties

1) Accountability

- 1.1 Carry out the directives and implement the decisions of the AMWW Management Committee & allocated supervisor
- 1.2 Report to the Management at regular meetings and through reports, as required
- 1.3 Attend supervision sessions as specified by the allocated supervisor
- 1.4 Adhere to the AMWW Policy and Procedures' Manual

2) Organising & implementing community development projects & information service

- 2.1 Planning and delivery of community development projects, including promotion, implementation & evaluation. This includes facilitating group work and individual information and referral services
- 2.2 Implement educational strategies and activities to address & improve awareness about mental health, alcohol/other drug use, aged care needs and other health issues, within the Macedonian community
- 2.3 Implement social marketing including via social media profile & cultural specific media to provide education on mental health, alcohol/other drugs, aged care needs and other health and wellbeing topics
- 2.4 Promote project to (& maintain sustainable links/ networks with) services & communities in the target region. (including South East & South West Sydney)
- 2.5 Other community capacity building activities, including research, advocacy and representation of the issues/needs of the target groups, participation in collaborative capacity building projects with other

services & AMMW team members, assistance with sourcing new funding sources for youth & community initiatives (including writing funding submissions)

3) Administration duties:

3.1 Maintain accurate administrative systems and records including:

- Confidential and appropriate files
- Statistics and outcomes for evaluation & research purposes
- Administration obligations for duty of care eg. consent forms, attendance lists, incident reports
- Administrative requirements as per Administration policies and systems such as travel expenses, timesheets, leave forms, financial transactions etc.

3.2 Participate in service meetings such as staff team meetings, Supervision debrief & any other planning, monitoring & evaluation processes

3.3 Participate as a team member with AMWW team members, and provide appropriate support

3.4 Meet outcomes and KPIs as required

3.5 Comply with, and work according to, all policies and procedures, including Work Health & Safety, Quality assurance system and all other policies & requirements

3.6 Attend training and professional development as required

3.7 Undertake other relevant duties as directed by the Management

SELECTION CRITERIA

ESSENTIAL criteria:

- Demonstrated skills or experience in community development work, including community education, group work and skills to support older people
- Ability to communicate in Macedonian language and knowledge of Macedonian culture
- Relevant qualification in social/human services (full or part completion)
- Demonstrated knowledge & commitment to principles of access and equity
- Strong skills & commitment for teamwork, & ability to work independently (whilst maintaining accountability)
- Skills/ability to develop and maintain strong networks with a range of government and non-government organisations, especially for older people
- Excellent organisational & administrative skills, including IT literacy and social media skills
- NSW drivers licence & own comprehensively insured car able to be used for work

Salary:

- **Excellent Salary package includes base salary and Salary packaging option, plus super**
- Conditions of employment covered by the Social, Community, Home Care and Disability Services Industry Award 2010. Position is classified as Level 3 Pay Point 1, plus 11.5% superannuation.
- Salary package includes base salary including \$18,549pa of salary able to be salary packaged (tax free) under ATO charity status fringe benefits scheme. Salary packaging is optional, however
- AMWW promotes a strong work/life balance, has a collaborative team, and is an understanding & supportive workplace.
- All applicants must submit their Resume & statement addressing each essential & desirable criteria (using the 'How to Apply' guide in the information package). Applications must be sent through SEEK online OR emailed to mawa_mc@yahoo.com by the closing date.

AMWW is committed to child safety and wellbeing, and to the National Principles for Child Safe Organisations. This is a Child-Related position and it is a legal requirement that the successful applicant must hold a current Working with Children Check clearance prior to commencement of employment, under the Child Protection (Working with Children) Act 2012. Information on the 'Working with Children Check' may be obtained from the NSW Office of the Children's Guardian web-site at www.kidsguardian.nsw.gov.au A National Police check will also be required