

Wyndham Community and Education Centre Inc.

Job Description

Junubi Wyndham Project Officer Job Description

General Information

Incumbent:	
Classification:	Social, Community, Home Care and Disability Services Industry Award, 2010 Level 4.1
Reports to:	CSG Program Manager
Hours:	22.8 hours per week
Core hours:	9:00am - 5:06pm, Mon – Fri (days tbc)
Duration:	Ongoing (subject to funding)

Position objective

The Junubi Wyndham Project Officer will provide assistance and advice to members of the South Sudanese community who reside in Wyndham. This involves planning, implementing, delivering and monitoring projects and programs aimed at building the capacity of individuals, families and the community. Under guidance from the Junubi Wyndham Program Manager, the Project Officer will develop and maintain close and cooperative working relationships with local service providers and networks.

The Project Officer will be responsible for

- Promoting awareness and understanding of the Junubi Wyndham Community Support Group Program (CSG) through South Sudanese organisations and networks in Wyndham
- Consulting with South Sudanese organisations and networks to co-design programs and activities relevant to the needs of the South Sudanese community
- Assisting in delivering activities and programs, co-designed with the community, including youth leadership initiatives, homework clubs, parenting programs, community information sessions and sport and recreation activities
- Maintaining effective working relationships with existing service providers to increase awareness of the needs of the South Sudanese community in order to improve service access and delivery

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Duties & responsibilities

1. Strategy & planning

- 1.1 Promote awareness and understanding of the CSG Program through South Sudanese organisations and networks in Wyndham
- 1.2 Consult with South Sudanese organisations and networks to co-design programs and activities relevant to the needs of the South Sudanese community

2. Community Development

- 2.1 Assist in delivering activities and programs, co-designed with the community, including youth leadership, homework clubs, parenting programs and sport and recreation activities
- 2.2 Coordinate community information sessions focused on financial capability and management of household bills
- 2.3 Advocate to the Junubi Wyndham Program Manager on behalf of clients with the aim of improving their access to services and resources
- 2.4 Assist target communities to take an active role in mainstream social and cultural events in Wyndham
- 2.5 Consult with and support South Sudanese community groups to find common goals, interests and needs with a view to assist in the development of community strategies and plans
- 2.6 Work closely with the Junubi Wyndham Program Manager to maintain effective working relationships with existing service providers to increase awareness of the needs of the South Sudanese community in order to improve service access and delivery
- 2.7 Develop and maintain partnerships with external program providers including YSAS for drug & alcohol referrals, as well as sport and recreation providers – Reclink and the Huddle
- 2.8 Maintain a record of programs, achievements and activities for provision to DPC as required

3. Interpreting & translating

- 3.1 Utilise native language/s of South Sudan to support clients as required
- 3.2 Translate internal documents as requested

4. Other requirements

- 4.1 Participate in team meetings as required
- 4.2 Meet all administrative, compliance and reporting requirements related to program
- 4.3 Maintains a safe, inclusive and welcoming environment for all clients taking into account diverse mix of cultural and religious requirements

This document was created in February 2020.

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Key Selection Criteria

The person for this position will have:

- Experience and understanding of South Sudanese communities and young people including empowering individuals through linkages and partnerships
- High level oral and written communication skills in English and other national languages of South Sudan
- Experience developing and monitoring effective relationships and networks
- Be able to work in a team oriented environment alongside both paid and volunteer workers
- Strong computer skills
- Be able to operate within the vision and values of Wyndham CEC

Qualifications & Licenses

Mandatory

- Current Working with Children Check and National Police Check

Desirable

- A relevant qualification in Social Work
- Current Victorian Driver's Licence
- First Aid Certificate

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Important notes

Maintain confidentiality of clients, staff & office operations and support staff & students with any identified needs.

Promote the objectives of the Wyndham Community and Education Centre Inc. as stated in its Rules of Association and Vision & Mission statements.

All staff should have a basic understanding of Occupational Health and Safety requirements and must ensure that their work practices reflect this.

Victoria introduced compulsory minimum standards that apply to Wyndham CEC from 1/1/2016 to help protect children from all forms of abuse. The child safe standards form part of the Victorian Government's response to the Betrayal of Trust Inquiry. Wyndham CEC has a commitment to child safety and zero tolerance of child abuse.