

# Wyndham Community and Education Centre Inc

## Job Description

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### COVID-19 Vaccine Community Engagement Project Officer – [SAC-PCC]

#### Job Description

#### General Information

Incumbent:	New Position
Classification:	Community Development Worker Level 4.1 Social, Community, Home Care and Disability Services Industry (SCHADS) Award 2010
Reports to:	Junubi Wyndham Program Coordinator
Supervises:	COVID-19 Vaccine Community Advocates
Hours:	4 days per week (30.4 hours)
Core hours:	9am-5:06 pm (days to be negotiated)
Duration:	Fixed term for 6 months

The Supporting Access to Vaccination for Priority CALD Communities (SAV-PCC) program provides funding to Community Support Groups (CSGs) and Le Mana Pasifika Project to deliver community-led and culturally specific case management and specialised community engagement to reduce barriers and increase access to COVID-19 vaccinations. The program supports culturally and linguistically diverse (CALD) communities currently engaged with Community Support Groups (CSGs) and Le Mana Pasifika Project.

The Victorian Government is making this funding available to help protect the community from COVID-19, reduce adverse health outcomes and increase COVID-19 vaccination rates.

#### Position Objectives

- Deliver community-led and culturally specific vaccine case management and specialised community engagement to support CALD communities with complex issues preventing access to COVID-19 vaccinations.
- Provide vaccination case management and targeted interventions to at-risk young people and people experiencing vaccine hesitancy.
- Facilitate partnerships between CSGs, Le Mana Pasifika Project, and volunteer-based groups such as community leaders and champions to deliver sufficient education regarding COVID-19 vaccinations in culturally appropriate settings.

#### Duties & Responsibilities

##### 1. *Coordinate*

1.1 The Supporting Access to Vaccination for Priority CALD Communities program (SAV-PCC)

1.2 Working closely with the Program Coordinator, coordinate the activities and programs contained in the The Supporting Access to Vaccination for Priority CALD Communities (SAV-PCC) work plan and ensure outcomes are met

# Wyndham Community and Education Centre Inc

## Job Description

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- 1.3 Build and maintain effective working relationships with existing service providers to increase awareness knowledge of the needs of South Sudanese communities in order to consolidate their support access to vaccines.
- 1.4 Develop effective links with local community agencies and government services and departments
- 1.5 Research and analyse demographic trends to identify members of the South Sudanese communities and implement activities that will support access to vaccines
- 1.6 Oversee the development and implementation of projects including community information programs
- 1.7 Advocate on behalf of clients with the aim of improving their access to vaccines and coordinate resources such as transportation to facilitate the community access to vaccines.
- 1.8 Actively promote continuous improvement and coordination of services, programs and activities
- 1.9 Oversee and assist where necessary in the provision of information, advocacy and referral of clients to other- relevant agencies and services as required
- 1.10 Coordinate the collection and maintenance of all required statistical information

### *2. Supervision of staff*

- 2.1 Supervise the day to day activities of COVID-19 Vaccine Community Advocates to ensure their efficient and effective engagement of community members to access COVID-19 vaccines.
- 2.2 Conduct regular meetings with COVID-19 Vaccine Community Advocates including the preparation of agendas and minutes
- 2.3 Oversee professional development of COVID-19 Vaccine Community Advocates and encourage attendance at external meetings and conferences
- 2.4 Oversee participation of South Sudanese Community Leaders to promote access to COVID-19 vaccines.

### *3. Produce Reports*

- 3.1 Working with the Program Coordinator to contribute to monthly reports submitted to the Office of Youth
- 3.2 As required, work with the Program Coordinator to prepare additional reporting requested by the Office of Youth, the Local Reference Group or Wyndham CEC Senior Management
- 3.3 Maintain employer and client records aligned with organisational privacy policies;
- 3.4 Record service performance information, including a target/actual caseload spreadsheet, and ensure records and kept updated.

### *4. Other Requirements*

- 4.1 Take on other duties consistent with the position as directed by the Program Coordinator
- 4.2 Participate in meetings as required

### *5. Relationships*

- 5.1 Maintain co-operative working relationships with other staff at Wyndham CEC, especially those working in community strengthening programs and projects.
- 5.2 Establish new and strengthen established links with South Sudanese community leaders, schools, health centres and service providers to ensure that barriers to access vaccines are resolved.

# Wyndham Community and Education Centre Inc

## Job Description

---

5.3 Build effective relationships with Junubi Wyndham clients and community groups and organisations to strengthen their understanding of COVID-19 vaccines and supports available.

5.4 Participate in ongoing networking and professional development opportunities

### 6. Risk and Compliance

6.1 Follow operational guidelines (including services standards and procedures for safe delivery of services)

6.2 Maintain compliance with the reporting requirements and funding contract guidelines for service delivery

6.3 Ensure compliance with Wyndham CEC Policies and Procedures.

6.4 Provide services free from any sexual harassment and any unlawful discrimination that contravenes the:

- Commonwealth Racial Discrimination Act 1975
- Commonwealth Sex Discrimination Act 1984
- Disability Discrimination Act 1992

6.5 Provide services in compliance with relevant sections of the

- Privacy Act 1988
- Crimes Act 1914
- Freedom of Information Act 1982

### 7. Other requirements

7.1 Take on other duties consistent with the position as directed by the Wyndham CEC Projects Manager.

#### 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 Constitution and Vision & Mission statements.

Have a strong understanding of Occupational Health and Safety requirements and ensure work practices reflect this.

Have a strong understanding of child safe standards, MARAM and family violence reforms.

#### Key Selection Criteria

The person for this position will be assessed against the following Key Selection Criteria:

- **Strong communication skills:** Demonstrated experience engaging and communicating with groups of people, tailoring communication to suit specific cohorts
- **Relevant experience:** Previous community engagement and development experience and/or knowledge of best practice community engagement principles and practice, particularly with young people and people from CALD backgrounds
- **High level of interpersonal skills:** Demonstrated ability to understand and identify a range of client needs using a client-centred approach; capacity to deal sensitively and intelligently with difficult issues

# Wyndham Community and Education Centre Inc

## Job Description

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- **Negotiation and influence skills:** Ability to influence and gain cooperation of clients and internal and external stakeholders to create and maintain mutually beneficial relationships
- **Adaptation and problem-solving skills:** Demonstrated resilience adapting to changing environments; proposes innovative solutions to identified problems
- **Organisational skills and teamwork:** Ability to effectively plan and manage multiple tasks independently and as part of a team; ability to work collaboratively to achieve outcomes

### Qualifications/Experience

- Degree or Diploma in Community Development, Youth Studies or any other relevant qualification suitable to the position
- Experience engaging with CALD communities
- Strong communication and advocacy skills
- Qualifications or experience in community development/services
- Bilingual or multilingual skills relevant to a local community would be well-regarded
- Sound knowledge and understanding of the employment, education and/or community services system in Wyndham and Hobsons Bay Council areas.
- Sound knowledge of computer Microsoft Office skills
- Current Driver's Licence
- Current Working with Children's Check