

# Position Description



Diversitat is a registered charity that has been serving the Geelong community for more than 40 years. Today we operate across 10 sites delivering a range of services including settlement, training, education, youth programs, financial counselling and disability and aged support. We also operate Pulse radio and TV, The Base, the Oppe Shoppe and various events including the famous Pako Festa.

Our aim is to empower individuals and communities to reach their full potential and aspire to provide an innovative and high quality response to the changing needs of a culturally diverse community. We act and behave on a daily basis according to our values of dignity, respect and acceptance, both with our clients and amongst each other. These values are a key part of our identity and are what brings us together and makes us successful at what we do

## Position Details

<b>Position Title</b>	Project Worker – RESS Skills Passport
<b>Job Type</b>	Maximum term Part Time until March 2021
<b>Hours of work</b>	15 hrs/week for 20 weeks
<b>Reports to</b>	Unit Manager - Safe and Secure
<b>Position Area</b>	Settlement and Community Programs
<b>Location</b>	The Northern Community Hub
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Date</b>	September 2020

## Position Requirements

<b>1. Position Purpose</b>	<p>The primary function of the position is to develop and implement a training framework that enhances the confidence and employability of job seekers from multi-cultural communities.</p> <p>The Project Worker will work in collaboration with Diversitat staff responsible for the Regional Employment Service Systems (RESS) Project to achieve the objectives of the Skills Passport initiative.</p>
<b>2. Main duties</b>	<ul style="list-style-type: none"><li>• Research and analyse community's employment needs by engaging with all stakeholders;</li><li>• Develop a process to meet the designated skills and competencies required by employers and multicultural job seekers;</li><li>• Develop and implement a pilot of a workshop/training in collaboration with relevant internal and external stakeholders;</li><li>• Evaluate the workshop/training pilot and forward the evaluation findings to the Diversitat Employment Group and RESS Consortia members for consideration;</li><li>• Work closely with Strategic Engagement Coordinator and the SE Project Worker to align the Skills Passport work within the RESS project;</li><li>• Participate as a member of the Diversitat Employment Group and attend RESS Consortia meetings as required;</li><li>• Develop a Work Plan to guide Project Activity.</li></ul>

## Key Selection Criteria

1. Qualifications	<ul style="list-style-type: none"><li>• Qualifications in community services or career counselling or other equivalent experience required.</li></ul>
2. Skills	<ul style="list-style-type: none"><li>• A very good understanding of settlement issues in Australia;</li><li>• Well-developed research and analytical skills;</li><li>• Experience in developing and delivering training;</li><li>• Demonstrated understanding of the Australian Job Market;</li><li>• Very good written and spoken English literacy skills;</li><li>• A second language is preferred;</li><li>• Sound knowledge of employment experiences of people from Migrant, Refugee and Asylum seeker backgrounds.</li></ul>

## Other Terms and Conditions of Employment

- All Staff to adhere to Diversitat's Council's Equal Opportunity policies, as well as act in accordance with the Charter of Human Rights. Ensure behaviour in the workplace does not discriminate, bully or harass others.
- All staff are to adhere to Diversitat's OH&S policy including the requirement to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. Workplace incidents and injuries are to be reported to a nominated OH&S representative, and all staff are encouraged to raise health and safety concerns with management.
- Employment is subject to the satisfactory completion of a Police Check, Disability Worker Exclusion List Check, Victorian Employee Working with Children's Check, Work Rights Check and/or Medical Check. Diversitat will pay for the costs associated with a Police Record Check and/or requested Medical Check. The Working with Children Check cost will be the responsibility of the employee.
- Prior to any person being appointed to this position it will be required that they disclose full details of any previous Workers Compensation claims.
- All other conditions as per Diversitat Policies and Procedures Manual.
- All staff at Diversitat are responsible and will be held accountable for their continuing compliance with our Mandatory Reporting – Child Protection policy. It is expected that all staff will maintain contemporary knowledge of the policy and enact the policy at all times. All staff have a responsibility to raise any concerns they have about child safety to their direct manager or senior manager immediately.

## Diversitat Statement of Commitment to Child Safety:

Diversitat is committed to providing a child safe environment. We have zero tolerance of any abuse or mistreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives. We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities.

*Whilst these conditions are generic in an attempt to provide an overview, specific terms and conditions pertained to an employee are contained in the employment contract. It is not the intent of the position objectives/duties to be entirely prescriptive. The position objectives/duties are a description of the key areas. There may at other times be activities which will be required which are not described herein, however they will not be outside of the position purpose statement and will at all times be made in consultation and agreement with the incumbent.*

*At Diversitat we are committed to supporting Indigenous Australians, culturally diverse candidates and candidates with a disability gain employment and develop their careers with us – if you meet the above requirements, we encourage you to apply. If you would like further information about this role or if you have any particular access requirements please contact our office.*

**Acceptance of Offer**

I have read, understood and accept the above position description.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Name \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_