

## STAFF POSITION DESCRIPTION

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Date Opened:	October 2020
Date closed	11 November 2020
Title of position:	Pathways Lead
Report:	Head of Social Mentors & Pathways
Hours:	15 hours per week (3 days)
Location:	Richmond/Work from home
Salary:	\$27 per hour + Superannuation (Contract until June 2021)
Positions reporting to this role:	Interns, Pathways Intake team & Volunteers

### Position Purpose:

This is a Pathways Program role specifically covering education and employment that reports to the Head of Social Mentors and Pathways within the SisterWorks management team. As a team player you will also work with the Partnerships Manager, Social Mentor Volunteer Coordinator, Pathways Intake Team, Social Enterprise, e-Hub Project Manager, Hub Leads and Engagement and Mobile Hub Leads at SisterWorks.

The Pathways Lead assists at Pathways Intake, looks after Peer Programs and interacts with volunteers across Education, Employment and Entrepreneurship. The Pathways Lead needs to be able to represent SisterWorks with external partners throughout the delivery of these programs.

The Pathways Lead is accountable for welcoming new Sisters after they are registered with SisterWorks to utilise the tools in place. To firstly ascertain their wellbeing and secondly to holistically identify their needs, through our tools to plan and express dreams for the future as Sisters participate at SisterWorks and the broader community.

This position will oversee recruitment and induction of volunteers/interns specifically for Pathways within SisterWorks and maintain contact and support during their time at SisterWorks. Ensuring a compatibility to the Sister and the volunteer's skill set and availability.

Conducting reviews of the tools in the scheduled time frames. Overseeing Employment and Education and Entrepreneurship program partnerships and collaborations that will assist Sisters to achieve their goals of financial empowerment, education and work.

The Pathways Lead will work with Sisters on their journey and provide guidance in preferred education or employment pathways that the Employment Pathways program utilises. Also assist the Head of Social Mentors and Pathways to achieve a scalable, structured and measurable program that will lead to positive outcomes and wider community connections for Sisters.

Reporting identification of challenges through the Education, Employment and Entrepreneurship Pathways program as they arise to the Head of Social Mentors and Pathways. This will include

maintaining up to date records of Sisters, Volunteers, Partnerships and Collaborations on the SisterWorks database.

**Roles and Responsibilities:**

- Complete tools with all Sisters, planning short, medium and long term goals at SisterWorks and the wider community.
- Refer Sisters to appropriate referral pathways within and outside of SisterWorks as identified with the Directory using preferred Partners.
- Assist in compilation of the Directory of preferred partners for Education and Employment. Maintain external relationships for referral pathways.
- Recruit and induct volunteers/interns as per SisterWorks policies.
- Complete induction and training of volunteers/interns as required for their positions. Monitor and ensure suitable assignments.
- Maintain minimum monthly contact with Pathways volunteers/interns and Sisters checking in on their progress with their assigned Sisters and identifying any barriers.
- Implement and monitor the Education, Employment and Entrepreneurship Pathways Program plan as developed and within time frames identified. Report feedback to The Head of Social Mentors and Pathways.

**Key Selection Criteria:**

- Strong knowledge and understanding of the experiences for women with a migrant, refugee and seeking asylum background living in an Australian context.
- Demonstrated ability to communicate and work with people from CALD backgrounds.
- Experience in working within effective teams, particularly working with volunteers.
- Demonstrated ability to network with external agencies to maintain stakeholder engagement and referrals to the program.
- Excellent communication skills, both written and verbally.
- Ability to measure and document outcomes and monitor performance of Sisters and Volunteers with tools provided.

**Desirable experience and qualifications:**

- Social Work, Community Development or Community Services experience and qualification would be highly regarded.
- IT skills in Google and Microsoft Office Suite, ability to learn database and maintain information.
- Excellent time management skills with an ability to prioritise to meet time frames set.
- Women with lived experience as a migrant, refugee or seeking asylum are encouraged to apply.

**Compulsory requirements:**

- Current Working with Children Check and Police Check.
- Laptop and smartphone.

This role is best suited to someone who has an ability to work within a person centred and strengths based manner. Who is organised, can follow processes, great with people, loves working within a community focused program and has a passion to support women and empower them to improve their confidence, sense of belonging and achieve their goals.

**How to apply:**

Please email your application to  
[janine@sisterworks.org.au](mailto:janine@sisterworks.org.au) and  
include:

- your resume
- a cover letter as to why you wish to apply for this role and address the key selection criteria
- two referees to contact for work history. (The referees will be contacted after your permission).