



### **Position Description**

Position: Asylum Seeker Project Worker  
Reporting to: Community Engagement Manager  
Location: Shop 111 Pacific Epping  
Date: February 2019

### **Organisational Context**

Whittlesea Community Connections (WCC) is a place based community agency that strives for the empowerment of individuals and groups within the local community who face disadvantage, isolation and obstacles to effective social and economic participation. The agency is committed to developing responsive approaches to meet the challenges posed by Whittlesea's changing and emerging communities. We have a clear role in advocating to both services and different levels of government through both direct service and policy input. Our services and programs are designed to respect and empower and are free, confidential and impartial.

### **Whittlesea Community Connections core objectives are to:**

- Identify and address information and service needs of residents in City of Whittlesea
- Advocate for and with the community for increased participation in decision making
- Support formal and informal volunteer roles in the Whittlesea community
- Collaborate with agencies and Government to develop and sustain services that serve local community needs
- Continue to develop and improve the quality, efficiency and accessibility of our services
- Identify opportunities for greater community involvement and leadership so that community residents can contribute to decisions that affect their lives.

### **Position Rationale**

This project will engage and support asylum seekers living in the City of Whittlesea and surrounding areas by providing opportunities for community connection and support through shared meals and community led activities. Opportunities to come together will act as a point of connection and help develop support networks, alleviating people's sense of isolation and uncertainty. The project worker will ensure asylum seekers have access to information and support services in response to issues including mental health, housing, financial and migration law. The project worker will ensure that asylum seekers from diverse backgrounds actively participate in the planning and delivery of the project and inform future developments including advocacy priorities.

### **Accountability**

The Asylum Seeker Project Worker reports to the Community Engagement Manager. Accountability will be through support & supervision sessions, provision of data and or reports as required, and participation in performance reviews & appraisals (applicable to one year plus employment).

### **Overview of Duties**

#### ***Project Coordination***

- Coordinate and deliver fortnightly dinners for and with asylum seekers living in the City of Whittlesea. Asylum seekers are involved in the planning and preparation of dinners and

other new initiatives. Those involved represent the diversity of the asylum seeker community in Whittlesea and are supported to work together, share and learn from one another.

- Coordinate and deliver community information and education sessions to increase awareness and understanding of the service system and legal context in Australia.
- Support individual asylum seekers with information and referral and access to services ensuring help is accessed when needed.
- Establish and implement processes for regular feedback and consultation to identify emerging social other support needs and aspirations of the local asylum seeker community.
- Respond to emerging social and other support needs by developing new programs and initiatives that may include school holiday activities, information & training etc.
- Develop and implement evaluation methods to improve service quality and effectiveness, identify gaps and opportunities.
- Contribution to the positive messaging of asylum seekers in the local community through good news stories, media campaigns, representation at relevant networks etc.
- Work with the asylum seeker community to develop an advocacy platform that is communicated to relevant decision makers at a local, state and federal level.

#### ***Teamwork***

- Recruit and support volunteers from the asylum seeker and broader community to be able to undertake roles effectively including providing regular feedback, referral to relevant training, planning meetings etc.
- Work collaboratively with relevant stakeholders and WCC's programs and services where relevant to ensure an integrated approach to project delivery.
- Attend staff and team meetings as required and relevant.

#### **Key Selection Criteria – Highly Desirable**

- Applicants from an asylum seeker or refugee background are strongly encouraged to apply.
- Ability to communicate in a relevant community language.
- Demonstrated experience in community development, social work or in a relevant field.
- Experience in designing, implementing and or monitoring community development projects within and across various settings.
- Experience in working with asylum seekers from diverse cultural and linguistic backgrounds.
- Demonstrated interpersonal skills, including effective communication, negotiation, verbal and written presentation skills.
- Good relationship management skills with the ability to build relationships with a diverse range of key partners, stakeholders, community groups and organisations.
- Experience working in cross-cultural settings and a demonstrated commitment to the principles of equity, access and community participation.
- Demonstrated capacity for resourcefulness and self-motivation.

#### **Salary and Conditions**

- Conditions will be in accordance with the Social, Community, Home and Disability Services (SCHADS) Industry Award 2010, Level 4, paypoint to be determined based on experience
- This is a part-time position offered at 10 hours per week (20 hour fortnight).
- This is a fixed-term contract until December 2019 subject to funding beyond this time.

- An above award salary plus super and leave loading, is offered. Generous salary sacrifice arrangements, if taken up by the employee, can significantly increase the net value of the remuneration received.
- 14 weeks paid maternity leave after 12 months continuous service
- The successful applicant will be required to enter into an employment contract
- After hours work is required.

### **How to Apply**

Applications close on **Monday 4 February at 5.00pm**. For further information about the position please contact Emma Antonetti on 9401 6666 or [eantonetti@whittleseacc.org.au](mailto:eantonetti@whittleseacc.org.au). Send written applications with responses to the key selection criteria to:

**Email:** [eantonetti@whittleseacc.org.au](mailto:eantonetti@whittleseacc.org.au)

**Post:** To Emma Antonetti  
Whittlesea Community Connections  
Shop 111 Pacific Epping  
581 High Street, Epping, VIC 3076