



## Role Description Project Worker

***The Project Worker's role is to work as a member of the 2Connect Youth & Community team to achieve the objectives of community development projects; the common goal being to improve social cohesion, participation, engagement & development of young people. For this role, the over-all goal is to implement the Domestic & Family Violence project which is an innovative social change project which aims to impact on knowledge, attitudes and behaviours of young people in a positive way .***

***Employment Status: 28hrs-35hrs per week negotiable***

***Responsible to: The position is directly responsible to the General Manager (and ultimately to the CEO & Board)***

*This Role Description forms part of the contract with the employee, in conjunction with 2Connect's Policies and Procedures, job contract & other relevant guidelines, including funding body agreements and project guidelines of assigned projects*

## Key Responsibilities and Duties

### 1. Implementing community development projects

- 1.1 Plan, promote, implement & evaluate a range of social change strategies related to Domestic and Family Violence education, to impact on knowledge, attitudes and behaviours of young people aged 12-18 in a positive way in the target region (Bayside, Georges River and Sutherland areas)
- 1.2 Implement a Youth Leadership approach to address Domestic and Family Violence: Recruit, train & support local young people as Youth Leaders who will assist with implementing the project & participate as peer educators within the project.
- 1.3 Organise and/or facilitate educational group work programs and events in schools and within the community addressing Domestic and Family violence focussing on young people
- 1.4 Work with young people from culturally and linguistically diverse backgrounds, including refugee youth & new arrivals, Aboriginal young people, as well as general population of young people.
- 1.5 Implement social marketing/social media campaign element and use art, music and sport to promote awareness around Domestic and family violence prevention
- 1.6 Promote the project to, and work collaboratively with, networks and target communities in the target region, and participation in collaborative capacity building projects with other services.
- 1.7 Other community capacity building activities, including advocacy & representation of issues/needs of target groups

### 2. Administration & General service duties

- 2.1 Maintain accurate administrative systems and records including:
  - Confidential and appropriate client records
  - Client statistics and outcomes for evaluation & research purposes

- Administration obligations for duty of care eg. consent forms, attendance lists, incident reports
  - Administrative requirements as per Administration policies and systems such as travel expenses, timesheets, leave forms, financial transactions etc.
- 2.2 Providing Project Reports to the Management and funding body
- 2.3 Participate in staff team meetings, debrief meetings, Supervision & any other planning & evaluation processes, such as internal audits
- 2.4 Participate as a team member with project team & other 2Connect staff eg. provide appropriate support for other staff
- 2.5 Participate in and comply with Work Health & Safety policy and requirements, Quality assurance policies and all other relevant policies and procedures of the organisation.
- 2.6 Attend training and professional development as required.
- 2.7 Undertake other relevant duties as directed by the Management.

## Selection criteria

### **ESSENTIAL criteria:**

- Skills/experience in working with young people aged 12-18 in direct work
- Demonstrated paid experience in community development work, including delivering structured educational group work for young people
- Skills/experience in working with culturally diverse young people, and in addressing domestic and family violence (including respectful and healthy relationships)
- Relevant tertiary qualifications in social/community services or education
- Ability & commitment to teamwork, & ability to work independently (whilst maintaining accountability)
- Skills/ability to develop and maintain strong networks with a range of government and non-government organisations relevant to young people (in particular schools)
- Strong organisational, administrative and communication skills (particularly for duty of care for young people)
- Demonstrated knowledge and commitment to principles of social justice, including to principles & practice involved in anti-violence work and in gender equality
- Demonstrated commitment to working within a youth participation framework

### **DESIRABLE criteria:**

- NSW drivers licence & own comprehensively insured car able to be used for work purposes

## Salary & Conditions

- **Excellent Salary package includes base salary and Salary packaging option**
- Conditions of employment covered by the Social, Community, Home Care and Disability Services Industry Award 2010 (Federal modern award). Position is classified as Level 4 Pay Point 1
- Salary package above includes base salary and up to \$15,900pa of salary able to be salary packaged (tax free), and a car allowance of up to \$2600 pa for use of own car for work purposes, above & on top of mileage reimbursement . Salary packaging is optional, however
- All applicants must submit their Resume & statement addressing each essential & desirable criteria (using the 'How to Apply' guide in the information package). For further information email [ceo@2Connect.org.au](mailto:ceo@2Connect.org.au) or ph. 95561769.
- Your application must be received by **22<sup>nd</sup> August 2019 at noon**

*This is a Child-Related position and it is a legal requirement that the successful applicant must hold a current Working with Children Check clearance prior to commencement of employment, under the Child Protection (Working with Children) Act 2012. Information on the 'Working with Children Check' may be obtained from the NSW Office of the Children's Guardian web-site at [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au) A National Police check will also be required*