



## Community Development Worker

- ✓ Part Time Fixed Term 21 hours p/wk
- ✓ Attractive not-for-profit salary packaging options
- ✓ Flexible working conditions

**Metro Assist Limited** (formerly Metro Migrant Resource Centre) is seeking an experienced part-time Community Development Worker to be part of a vital service that makes a real difference to the wellbeing of families. Our team is primarily based in Campsie with outreach sites within the Inner west Strathfield, Burwood, Canterbury, and Canada bay.

Metro Assist is committed to social justice and empowering our clients to achieve their full potential in life. We provide settlement services, employment support, family services, emergency relief, tenancy advice, financial counselling and undertakes community development projects and initiatives. More information about us is available on our website: [www.metroassist.org.au](http://www.metroassist.org.au)

### About the Role

The Community Development Worker works within the Family Team and is responsible for community engagement, program delivery and networking with diverse communities, government, non-government agencies and internal stakeholders within the Targeted Earlier intervention program funded by Department of Community and Justice. The position will work to ensure CALD, diverse communities, Aboriginal and Torres Strait Islander people are included and connected through programs that promote inclusiveness, social participation, empowerment, and wellbeing within a child protection lens.

The role of the Community Development Worker is to work with individuals, families, children, young people, and community to:

- Empower through community strengthening programs that build on cohesion, inclusion, and wellbeing across all communities.
- Build cohesion, inclusion and wellbeing across all community and empower CALD, LGBTQIA+, diverse communities and Aboriginal and Torres Strait Islander communities.
- Promote wellbeing and safety by developing and implementing programs and projects that promote personal development for children, young people and families and communities.
- Develop sustainable partnership and networks in planning, developing, coordinating, implementing, and evaluating identified projects and programs.
- Work in partnership with diverse communities and stakeholders to manage and coordinate community events and activities as identified.
- Attend and participant at relevant interagency and network meetings.
- Identify and apply for funding grants as these become available within the community.
- Maintaining program data and reporting as required by the organization.
- Provide monthly and accurate program reports to immediate supervisor and Family and Financial Inclusion Manager.

A full position description is available on our website <http://www.metroassist.org.au/get-involved/work-with-us.htm>

The salary is based on the SCHADS Award, with above Award wages and generous salary packaging options available. The successful applicant will also benefit from ongoing support & supervision, access to our Employee Assistance Program. And flexible working conditions to maintain excellent work-life balance.

### **Essential Selection Criteria**

- Demonstrated experience providing access to information, resources and services to the community.
- Relevant qualifications – minimum Diploma in Community Services.
- Understanding of and experience working in partnership with local services, agencies and service networks.
- Experience conducting community consultations and meetings and organising community events, such as open days, expos etc.
- Experience in working with people from disadvantaged CALD, Aboriginal and Torres Strait Islander and refugee communities.
- Experiences in identify and apply for community grants including CDSE, Council grants and other grants that that support local events, projects and programs within the program.
- Experience and understanding of administrative, accountability and data management processes.
- Demonstrated ability to work independently and as part of a team.

### **Desirable Selection Criteria**

- Bilingual speaker in Arabic.
- Ability to write succinct and accurate reports and to communicate effectively with team members, management and Departmental officers.
- Current drivers license and access to own vehicle.

### **HOW TO APPLY**

Applications close **19 June 2023** and must be submitted to: [recruitment@metroassist.org.au](mailto:recruitment@metroassist.org.au)

Your application must address each of the selection criteria and include:

- A cover letter
- Statement against selection criteria
- A current resume including your full name, postal address and contact number
- Two of the most recent work-related referees stating names, positions and contact details

For enquiries regarding this position, please contact Michelle Aldred on (02) 9789 3744 or email: [recruitment@metroassist.org.au](mailto:recruitment@metroassist.org.au)

**Please note that only shortlisted applicants will be contacted. Previous applicants need not apply.**

***Metro Assist is an Equal Opportunity Employer and supports an inclusive approach in the workplace. We celebrate our diversity and welcome applications from all cultures, ages, religions, genders, LGBTQIA+ people, Aboriginal and Torres Strait Islander peoples, and people with disabilities.***

***All offers of employment are subject to an “up-to-date” Covid-19 vaccination status, a satisfactory National Police Check and provision of a current Working with Children Check.***

***The successful applicant will be required to provide evidence of appropriate legal rights to work in Australia.***