



The Multicultural Network Inc (www.tmn.net.au) is a non-profit community organisation working to strengthen the capacity of our diverse communities. We are seeking a part-time, Multicultural Community Development Worker (28hs/week: to be worked over 4 days) to provide support, information and resources to culturally and linguistically diverse (CALD) and disadvantaged families and children (0-12 years old), in the Canterbury-Bankstown, Liverpool and Fairfield Areas, as well as sector support to organisations working with families and children. The project is funded by NSW Department of Communities and Justice, Early Targeted Intervention program.

The position is permanent part-time (subject to continuity of funding), 28hs/week, paid above SCHADS level 6.1 at \$50.94 per hour (\$74,168 per year)

The successful candidate would have sound experience in community development, including building and strengthening capacity in disadvantaged and/or vulnerable communities; demonstrate knowledge and understanding of issues affecting the target groups and proven ability to maintain networks, work in partnership and systems advocacy.

SELECTION CRITERIA

PLEASE NOTE: All applications MUST address the Selection Criteria to be considered.

ESSENTIAL

- Demonstrated knowledge and understanding of issues affecting CALD communities, in particular CALD parents and young children (0-12 years old), young mothers and newly arrived families.
- Demonstrated experience in community development (minimum 3 years of professional experience)
- Proven ability in developing and maintaining networks and supporting services sector
- Advocacy with Government and non-Government agencies on behalf of client groups
- Ability to work as part of a team
- High level of written and oral communication, including submission writing, reporting and policy
- Computer skills: proficient in Microsoft Office programs, including Word, Power Point, social media and internet

DESIRABLE

- Knowledge of issues, communities and experience working in Sydney South West area.
- Bilingual/bicultural

HOW TO APPLY

- ***PLEASE NOTE: All applications MUST address the Selection Criteria to be considered.***
- Written Applications to be emailed to: eo@tmn.net.au by **5:00pm 10/06/2022.**
- Enquiries: Roxana Rascon, Executive Officer – 0404156465



Job Description

Position Title: Multicultural Communities Development Worker

Responsible to: Executive Officer

Accountable to: Management Committee

Geographical Areas: Canterbury-Bankstown, Fairfield and Liverpool Local Government area

Terms: Part-time 28hs/week (permanent, subject to continuity of funding)

POSITION GOALS

To identify and address the needs of families with children from culturally and linguistically diverse communities and from disadvantaged backgrounds, with an early intervention and evidence based approach.

To support the services sector by facilitating networking, information and resource sharing and partnerships to address the needs of the target groups.

The Community Development Worker will in all aspects of her work:

- Adhere to the policies, procedures and practices of the The Multicultural Network Inc.
- Liaise and consult with TMN Executive Officer on regular basis.
- Report to TMN Executive Officer and Management Committee on a regular basis.
- Report to funding bodies as required

Key Objectives and Responsibilities of the Position

Community Development

Identify issues, needs and gaps in service provision affecting target groups by:

- Planning and conducting community consultations
- Conducting research and documenting outcomes to inform planning

Develop strategies to address identified needs

- Effective liaison with local and regional service providers, networks and forums to enhance planning processes and service delivery outcomes
- Identify and disseminate information relating to potential funding sources to target groups
- Develop and maintain information about government and community services
- Raise issues and needs affecting the target groups with government and community service providers and at forums, interagencies and networks

Support and resource local groups and agencies in the planning and delivery of services

- Provide information, resources and support to community groups and assist them to access relevant and appropriate information to meet their identified needs
- Organise activities specific to the needs of target groups and ensure the provision of interpreters, child care, transport to maximise the target groups participation
- Organise information days, festivals, workshops and training sessions
- Participate in the co-ordination of ethno-specific and multicultural activities and services e.g. Convene the Canterbury-Bankstown Migrant Interagency

Increase community and service providers' awareness of issues affecting target groups

- Participate in the planning and conducting of workshops, information days and training
 - Disseminate information through newsletters, promotional flyers and media releases

Liaise with Commonwealth, State & Local Government agencies to facilitate the implementation of Access & equity Policies at a local level

- Participate in community consultations
- Represent the interests of the target groups and advocate on their behalf
- Participate in advocacy activities, e.g. campaigns, as required

Work Safety

- Actively participate in the identification, reduction and resolution of potential hazards, issues and safe practices within the workplace.
- Actively promote safety and safe work practices to all clients, staff, visitors and Management
- Undertake training as required

Organisational

- Provide written monthly reports and ensure their timely distribution to Management Committee
- In consultation with Executive Officer and Bookkeeper, ensure all project and financial accountability requirements to funding bodies are met
- In consultation with Executive Officer, prepare funding submissions that address organisational objectives and community needs
- Co-ordinate and support projects auspiced by TMN
- Attend staff development activities, i.e. seminars, conferences and training
- Attend regular staff meeting to ensure team work and office duties are carried out.

General

- Identify, organise and participate in professional development.
- Maintain knowledge of developments in legislation, policy and services within the sector relevant to effective and efficient service delivery
- Undertake activities that support and develop organizational systems, planning growth and development as required.
- Other relevant duties as directed