



The Multicultural Centre for Mental Health & Well-being Inc.
Harmony Place™
Winner NGO/Community Category
Queensland Mental Health Week Achievement Awards 2009

1. Position Details

Position Title:	Project Coordinator/English as Second Language Instructor
Project Title:	Literacy for Work and Life – A Multicultural Project Funded by Queensland Department of Employment Economic Development and Innovation under the <i>Skilling Queenslanders for Work</i> Initiative.
Qualifications:	Essential: 1) Certificate IV in Workplace Training and Assessment (TAA40104). 2) English as Second language teaching qualifications
Hours of Work:	Part-time 15 hours a week
Salary:	Qld Community Services and Crisis Assistance Award – State transitioning to Modern Award, Level 4-Level 5 depending on qualifications/experience with option for salary sacrificing.
Location:	Primary Location: Harmony Place, 30 Shottery St. Yeronga Qld. Secondary Locations: Staff in this position may be required to work across other locations as dictated by the needs of the program.
Reports to:	Manager
Probationary Period:	3 Months
Confidentiality:	The employee is required to abide by the policies of the Multicultural Centre for Mental Health & Well-being Harmony Place™ regarding client and organisational confidentiality.

2. Overview

The Multicultural Centre for Mental Health and Well-being Harmony Place™ is committed to working with people from culturally linguistically diverse backgrounds (CALDB) and non-English speaking backgrounds (NESB) with adherence to the universality of human rights. Harmony Place™ works in partnership with people and communities across the mental health spectrum from prevention to intervention to recovery.

3. Selection Criteria

Essential requirements:

1. Certificate IV in Training and Assessment (TAA) with LLN electives.
2. ESL teaching qualification.
3. Knowledge and experience in working with people from culturally and linguistically diverse background (CALDB).
4. Competence in creating a program and delivering a set curriculum to meet the needs of learners with varying literacy levels from varying backgrounds learning in the same environment.
5. Confidence in communicating knowledge related to life skills, work skills, language and literacy.
6. Ability to coordinate and support volunteer classroom support staff.
7. Willingness to uphold philosophy, policies and procedures of the Multicultural Centre for Mental Health and Well-Being Harmony Place™.
8. High Level skills in Microsoft Word, Excel and Publisher.

Desirable:

1. Understanding of mental health issues.
2. Ability to speak another language other than English
3. Previous knowledge of AVET MISS system

4. Key Areas of Responsibility

1. Project planning

- Plan and prepare literacy lessons based on 30719QLD Course in Adult Literacy and Numeracy Curriculum. Source and utilise a range of supportive learning materials.

2. Project Coordination

- Promote Language and Literacy program
- Recruit participants for each term
- Advise participants of group times by letter/remind by phone, check numbers attending, and childcare requirements
- Book childcare worker as necessary
- Recruit and co-ordinate volunteers for classroom support

3. Administration

- Keep records on attendance, provision of childcare
- Fill out timesheets for self and administration support staff
- Oversee accounts and budget
- Order supplies
- Prepare required accountability documentation to the funding body, e.g. monthly, quarterly and yearly reports

4. Other responsibilities

- To be aware of and work in accordance with the Multicultural Centre's Policies and Procedures, including Occupational Health & Safety, Equal Employment Opportunity and Confidentiality.
- A three month probationary period applies to the position
- As delegated by the Manager.

5. Application Process

Your application should include the following:

- A written response addressing the Key Selection Criteria and key areas of responsibility
- A Curriculum Vitae/Resume
- Two relevant employer referees

Please address all applications to:

**The Manager
Multicultural Centre for Mental Health & Well-Being Harmony Place™
PO BOX 3135
Yeronga Q 4104**

Closing date: Close of business: midnight Friday 25 March 2011.

Enquiries:

For further information regarding the position please contact Lorraine Sing Cutler, Manager on 07- 3848 1600 or 0411 603 468.