

Multicultural Development Association Inc.



COMMUNITY PROJECT WORKER

- Status:** Part time, 30 Weeks
- Hours:** 28 hours per fortnight
- Award:** Social and Community Services Award (Queensland)
- Classification:** SACS Level 5.1
- Reports to:** Community Development Co-ordinator
- Probation Period:** Three (3) months

Background

The Multicultural Development Association has received funding from Multicultural Affairs Queensland for the *Connected Communities – Strengthening Connections with Refugee Communities from Afghanistan, Iraq and Iran living in Brisbane* project.

This project will seek to engage with refugee communities from Afghanistan, Iraq and Iran living in Brisbane. It aims to respond to the social isolation experienced by people in these communities, by exploring and facilitating community development processes which will enable people to come together to strengthen and build their communities.

The Community Project Worker will lead on the coordination of this project, including the coordination of Community Capacity Building Workers from each of the communities.

This position is part of the Community Development Team, which works with new and emerging communities to assist them to build their capacity to organize, plan and advocate for their own needs.

Duties

The Community Program Worker will be responsible for contributing to MDA's community development work with new and emerging communities from Afghanistan, Iraq and Iran.

The duties for this position include:

1. Work with new and emerging refugee communities from Afghanistan, Iraq and Iran through regular consultation with community leaders to identify specific needs and develop realistic and achievable strategies to address those needs.
2. Develop respectful working relationships with new and emerging communities from Afghanistan, Iraq and Iran.
3. Engage in a process of dialogue with community leaders in relation to complex settlement issues and effective community development responses.
4. Provide support for the development of community structures specifically in terms of assistance with the formation of community groups, community planning and project development.

In addition to the duties listed above all MDA staff are expected to:

- 1) Respect and abide by the vision, mission and values of the organisation (copy enclosed)
- 2) Ensure that their conduct is consistent with provisions of the MDA Code of Ethics (copy enclosed)
- 3) Comply with the provisions of MDA's Policy and Procedure Manual
- 4) Comply with the provisions of MDA's Workplace Health and Safety framework including policies, procedures and safe work systems that relate to their role, program area or MDA as a whole. Information and training will be provided to successful candidates.
- 5) Carry out general administrative functions related to their role and to the effective and efficient functioning of MDA as a whole. This will include the use of computer-based calendar and information management systems.

Induction training relating to policy and procedures, workplace health and safety and MDA administrative systems will be provided to successful candidates on appointment. Additional training in relation to IT systems and software will also be provided to successful candidates where necessary.

Selection Criteria

Essential Skills

1. Demonstrated understanding of community development frameworks in the context of settlement service delivery specifically in relation to new and emerging refugee communities.
2. Broad understanding of pre-settlement and settlement issues affecting refugees from Afghanistan, Iraq and Iran and an awareness of ethnic community structures, government policies and resources in Australia.
3. Ability to develop community engagement processes and build respectful working relationships with community leaders based on a process of dialogue and responsiveness to settlement need.
4. Well developed communication skills both verbal and written, interpersonal and team work skills.

Essential Qualifications and/or Experience

Possession of tertiary qualifications in the field of Community Development or Social Work. Overseas qualifications will be recognised.

Or

A minimum of two years experience in working with refugees in a settlement context.

Desirable Skills and/or Experience

Good working knowledge of Microsoft Office applications including Outlook, Word and Powerpoint.

Possession of a Queensland Drivers Licence.

Application Process

Your application should be **not more than 1 page per selection criteria in length** and should show how you meet each of the selection criteria listed above.

You should also submit a resume giving details of your previous work history and any other relevant information.

All applications must reach Helen Abbott, Multicultural Development Association (512 Stanley Street, South Brisbane) by **9am Tuesday 10th April 2007**.

Email applications should be sent to helena@mdabne.org.au

If you would like to speak to someone about the position please contact: Helen Abbott -
Community Development Coordinator on 3337 5400

