

POSITION DESCRIPTION

Position Title	Program Worker – Girl Guide Group Assistant		
Team	Community Strengthening		
Classification	SCHADS Level 3.1	Employment Status	Casual. Approx 3 hrs per week after school/evening during school terms
Position reports to	Team Leader - Community Strengthening		
Location	South East Melbourne		
Last revised on	May 2017		

A. Background of organisation

The Southern Migrant and Refugee Centre (SMRC), is a not for profit organisation. SMRC was established in 1993 and is governed by an elected Board of Directors. The SMRC provides a range of community based services for migrants and refugees in the Southern Region of Melbourne. Staff teams consist of Service Access, Active Wellbeing, Community Strengthening, Diverse Care and Corporate Services.

The SMRC staff members work closely with migrant and refugee communities, leaders, service networks and organisations, local government and business. It is the responsibility of all staff to represent the organisation as a professional and client focused organisation and promote its range of services and programs.

B. Role Purpose

The position is funded by the Department of Premier and Cabinet – Multicultural Affairs and Citizenship Division to work with the Afghan community across the Cities of Greater Dandenong and Casey. The Afghan Guiding Project assists girls aged between 5 – 17years from this community to participate in guiding activities as well as assisting the training of female leaders within the Afghan community to become trained guide leaders. Training will be available to develop knowledge that is specific to Girl Guides and will assist in the delivery of the weekly Girl Guide program.

Girl Guides delivers an educational program using fun activities and life experience. Groups meet regularly (usually once a week) and engage in activities that promote self-esteem, leadership, resilience and citizenship. Activities vary depending on the interests of the girls in the group but can include things such as cooking, craft, outdoor activities, games, advocacy and community service.

The position will work collaboratively with Girls Guides Victoria. Girl Guides Victoria is an all-girls organisation supporting the self-development of girls and women for over 100 years. Girl Guides and Girl Scouts operates in 146 countries around the world and has 10 million members.

C. Key Responsibilities

General duties and responsibilities

- Assist in the development of the Afghan Guiding Project to empower Afghan women and support gender equality
- Support the linkages between Afghan community and Girl Guides
- Support community leaders who are recruited to the program
- Work with the group leader to deliver the Girl Guide weekly program.
- Interact with the girls during the program:
 - Run games and activities
 - Communicate with families
 - Plan activities
 - Assisting with the set up and pack up of the weekly program
 - Basic administration tasks
- Respond to hazard identification and incident reporting promptly, and work proactively at ensuring a safe workplace is provided for employees.
- Any other duties as directed by the Team Leader, and commensurate with the scope and classification of the position.

D. Person Specification

Qualifications

- First Aid certificate (Can be provided)
- Working with Children Check
- Language – Dari/Hazargi is desirable

Key Knowledge Areas

- Knowledge of development of training programs and delivery
- Knowledge of working in a not for profit organisation
- Understanding of working in a multicultural workplace

E. Key Selection Criteria

Essential Capabilities

Professionalism

- Time Management - Demonstrates punctuality and meets agreed schedules and timelines

Communication

- Interpersonal Skills - Demonstrates active listening and asks appropriate questions when dealing with clients/members and colleagues

Leadership and team work

- Team dynamics - Openly shares information, participates and contributes to team

discussions

Change and responsiveness

- Change Management - Maintains a positive approach to change and adapts to new or different ways of working

Governance and compliance

- Risk Management – Ensures that risks are identified and reported in own work context.

Special capabilities

Community and inter-agency relations

- Partnerships and collaboration - Works collaboratively with other organisations in formal and informal partnerships to achieve client/member outcomes
- Knowledge of community - Maintains basic awareness of current community issues and knowledge of relevant organisations

Service Delivery

- Client/member outcomes - Supports clients/members to achieve their goals or aspirations through provision of quality service.

Program management and policy development

- Program development (7.2.2) - Contributes to program objectives, develops and implements simple project plans

F. Personal attributes for this position

- **Culturally aware**- Respects difference in all forms. Values diversity as a strength and positively utilises diversity.
- **Creative and innovative** - Is open to change and alternatives. Generates options and ideas
- **Collaborative** - Engenders a spirit of teamwork
- **Resilient** - Learns from experience and identifies areas for self-development
- **Client/member focused** - Aims for best outcomes for clients and members. Is outcome focused

G. Staff reporting to this position

None

H. Responsibilities & Conditions of Employment

SMRC is an Equal Opportunity Employer

All employees of SMRC are required to follow common conditions of employment. These are outlined in the SMRC Policy and Procedures Manual.

A summary is listed below:

- Employees must contribute to Occupational Health & Safety (OHS) objectives by reporting hazards and incidents immediately to an OHS representative, committee member or manager. Employees must behave in a manner that fosters safe working practices.
- Conduct must be in accordance with the SMRC Code of Conduct, Employment Contract, Confidentiality Agreement and other SMRC policies and procedures.
- Salary is set in accordance with the relevant Award and classification.

- Leave entitlements are as per Award and HR Policy guidelines.
- All position descriptions are open to periodic review by management in consultation with staff.
- SMRC provides a smoke-free environment, including within vehicles.
- The staff member may be required to perform other duties as directed, in accordance with training, skills and experience.
- SMRC Values & Behaviours- **Diversity** **Respect** **Empowerment** **Participation** **Resilience**

I. Important Information

SMRC offers:

Salary Package: Employees have the option to access salary package through an external provider. Staff on a full time or part time contracts can access this very generous provision of \$15,899 tax free salary packaging.

Christmas break: SMRC offers all staff time off between Christmas and New Year's day, upto 3 days leave, without leave loading.

Professional Development: Employees are offered training to invest in their professional development relate to their field of work.

All appointments to the SMRC are subject to the following checks

- Reference checks
- Criminal record check
- Some position may be subject to a Working with Children Check

Please visit the SMRC website on www.smrc.org.au for further information or contact Aman Bindra HR Advisor on phone : 9767 1900

J. Employee Signature

I have read, understood and accept the above position description

Employee Name

Employee Signature

Date

Manager Name

Manager Signature

Date