



Pathways to Employment – Computing Teacher

Department	Migration Support Programs
Availability	Tuesday 1:00pm-3:00pm
Location	Kilburn Community Centre
Category	Working in our Services and Programs

Building an inclusive, diverse and active humanitarian movement based on voluntary service

Role purpose

Assisting with the delivery of the employment pathway program, this volunteer role will support clients from a culturally and linguistically diverse background who are facing barriers towards employment due to having low computer skills. This role will require working as part of a team as well as one on one with clients who have been made vulnerable as a result of migration to help them learn basic computer skills in order to gain employment.

Role responsibilities

- Support clients of a Culturally And Linguistically Diverse background to increase their basic computer skills and knowledge.
- Work in a team to prepare and facilitate basic computer classes out of the Kilburn community centre one day a week during school term.
- Report any incidents in relation to the client's health, welfare or well being, to Red Cross staff
- Maintain confidentiality of information obtained during a call unless this information must be disclosed to Red Cross to assist the client
- Notify Red Cross in advance if unable to attend any classes scheduled.

Knowledge, skills and experience

- Basic knowledge of Microsoft Office, email and using job search engines.
- Basic typing and admin skills
- Knowledge of some of the barriers currently facing asylum seekers, refugees and other migrants and how this impacts on their ability to find employment
- Show empathy for disadvantaged and socially isolated clients.
- At ease working independently or as part of a team to share the workload

Check requirements

- A National Criminal History Check prior to commencement and renewed every three years (Red Cross will arrange this)
- South Australian Working with Children's Clearance
- Child Protection reference check required

Learning and development

- Complete Red Cross online learning modules as required
- Attend Red Cross Volunteer Induction, Program Training and ongoing training as required

General conditions

We act always in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct

We are a Child Safe organisation and all volunteers are required to comply with relevant State and Territory legislation requirements

We comply with the Red Cross Workplace Health and Safety management system

We demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way

We may be required to assist the organisation on occasion, in times of national, state or local emergencies or major disasters

In all activities, our volunteers are guided by the Fundamental Principles of the Red Cross and Red Crescent Movement

Humanity

Impartiality

Neutrality

Independence

Voluntary Service

Unity

Universality
