



## PROJECT SUPPORT WORKER COMMUNITIES FOR CHILDREN BENDIGO ST LUKE'S REGION

**At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults.** Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

**So come and join us at Anglicare Victoria where there is a rewarding career ready for you** in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



## Position details

<b>Position</b>	Project Support Worker
<b>Program</b>	Communities for Children [City of Greater Bendigo]
<b>Classification</b>	SCHADS Award Level 5 (Social Worker Class 2)
<b>Hours</b>	Part Time
<b>Hours per week</b>	30.4
<b>Duration</b>	Fixed Term
<b>Fixed term end date</b>	End of June 2021 – with potential to continue
<b>Location</b>	Bendigo
<b>Reporting Relationship</b>	This position reports directly to the Communities for Children Project Manager
<b>Effective date</b>	September 2020

## Overview of program

Communities for Children (C4C) is a Federal Government initiative funded through the Department of Social Services (DSS). Communities for Children initiatives seek to reach vulnerable families within the Greater City of Bendigo.

C4 is committed to identifying and supporting child centered, adult focused services and activities that build capacity and resilience within families and communities. While the program works to effect outcomes for those most vulnerable, service provision predominately occurs from universal and early years platforms.

Anglicare Victoria as Facilitating Partner for C4C Bendigo brings together community-based family, parenting and children’s services to develop responses to the needs of children and families experiencing vulnerability and disadvantage. The Facilitating Partner subcontracts to a range of Community Partners to implement projects directed at achieving four key outcomes:

- Addressing family violence through the early years sector
- Addressing children’s literacy and language development
- Building parenting confidence and skills
- Supporting educational and vocational pathways for parents

## Position Objectives

1.	Support the Project Manager to promote positive outcomes for children and families within the Bendigo community that align with sector and service developments.
2.	To support the Project Manager to promote best practice and continuous quality improvement of the C4C program and project/s.
3.	To support the Project Manager to ensure the program operates in accordance with service and quality standards, program targets, DSS service agreement, organisational policies and accepted standards of practice.

## Key responsibilities

The key responsibilities are as follows but are not limited to:

1.	Support the Project Manager in the implementation of the C4C Bendigo Action Plan.
2.	Provide administrative support to the Project Manger to co-ordinate and facilitate meetings relevant to the functioning of the C4C program and its success.
3.	Where appropriate represent C4C Bendigo at key stakeholder forums and participate in sector development initiatives and/or discussions.
4.	Support the implementation of the C4C Bendigo Monitoring, Learning and Evaluation Framework.
5.	Work with C4C Community Partners and stakeholders to identify and respond to emerging needs for children, families and the community including seeking additional funding to meet local needs.
6.	Ensure that data entry is entered in accordance with the funding and service agreement with the Department of Social Services [DSS].
7.	Where appropriate provide support the partners with recruitment and administrative activities across the C4C program and projects.
8.	Support the Project Manger to maintain accountability for the program budget.
9.	Other duties as deemed appropriate and requested by the Project Manager and/or Program Manager.

## Key Selection Criteria

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) and b).

### a) Role specific requirements

Applicants are required to provide a written response to the role specific requirements. The five criteria are to be addressed individually (no more than 2 pages in total).

 <p>Role Specific</p>	1. Relevant tertiary qualification in social work, community development, early childhood or related discipline.
	2. Demonstrated experience and knowledge in community development principles and practices and their application when working within communities to build capacity, and understanding of placed based and outcome focused approaches.
	3. Demonstrated knowledge of the service system as it relates to this project, with the ability and commitment for working collaboratively with diverse stakeholders.
	4. Demonstrated experience/skills in project management and ability to manage projects effectively with sound written, verbal and analytical skills.
	5. Demonstrated experience and skills in developing and maintaining partnerships.
	6. Demonstrated ability to provide support to the broader C4C team members and to work within a team environment.

## Key Selection Criteria (continued)

### b) Anglicare Victoria Capability Framework

Applicants are required to provide a written response to the Anglicare Victoria Capability Framework. Applicants are to describe how they demonstrate the characteristics in each of the three nominated capability groups; **Personal Qualities**, **Relationship and Outcomes**, and **Leading People** (no more than 1 page in total).

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.

#### Personal Qualities



##### Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

##### Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

##### Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

#### Relationships and Outcomes



##### Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

##### Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

##### Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

#### Leading People



##### Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

##### Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

##### Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.

## **Occupational health & safety (OHS)**

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems

## **Cultural Safety in the Workplace**

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

## Conditions of employment

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. Salary packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and an Employment Working with Children Check prior to commencement.

## Acceptance of Position Description requirements

To be signed upon appointment

### Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_