

Position Description



Organisation Context

Auburn Diversity Services Inc. (ADSi) is a community based, non-profit organisation established to promote the principles of multiculturalism, access, equity and social justice. It is committed for developing strategies which address the needs of all Australians, especially special needs groups such as refugees, women, youth, children, families, the elderly, the unemployed, the homeless and people with a disability.

ADSi designs and delivers services that aim to build capacity and improve outcomes for disadvantaged people and families. For more information of ADSi, please visit www.adsi.org.au

Position Details

Job Reference:	SGSSA	Version:	1
Position Title:	Settlement Generalist - South/Southeast Asian		
Award Classification:	SCHADS Level 4	Employment Conditions:	As per Contract

Relationships

Accountable to:	ADSi Board of Directors through the CEO
Reporting to:	Capacity Building Manager/Senior Settlement Services Worker
Direct Reports:	Nil

Essential Selection Criteria

1	Tertiary qualifications in Social Science / Social Work / Community Services, or equivalent work experience within a community organisation
2	Ability to deliver settlement services to clients from South Asian and Southeast Asian communities and liaise with these communities independently
3	Demonstrated case management experience, preferably on an electronic platform
4	Sound time management skills to prioritise workload in a busy and changing environment
5	Proven skills to keep records and report timely and accurately
6	High English proficiency, both verbal and written
7	Intermediate computer skills, including Microsoft Office and Internet use
8	Demonstrated understanding of issues affecting settlement services clients and community development principles
9	Current NSW Working with Children Check (Paid Worker) Clearance
10	Current National Police Check (Paid Worker) Clearance

Desirable Selection Criteria	
1	Full NSW Driver's license
2	Current First Aid Certificate
3	Ability to speak a community language other than English, such as Hindi, Tamil, Sinhalese etc.
4	Experience working in a culturally and linguistically diverse (CALD) environment

Primary Roles	Incumbent Initial
Ensure that the Work Plan for this position is timely and fully implemented with strict compliance to funding agreement / contract, other requirements from the funding body and/or the lead agency, relevant legislations, and ADSi standards	
Provide quality settlement services to newly arrived migrants from refugee and humanitarian backgrounds, with an exclusive focus on the South/Southeast Asian communities, in Central Western Sydney	

Position Specific Duties	Incumbent Initial
Provide casework, information and referral services to eligible South/Southeast Asian settlement clients with/without children in Central Western Sydney	
Design, organise and implement activities directly benefiting eligible South/Southeast Asian settlement clients, and assist with other ADSi events when necessary or as required	
Independently and timely maintain accurate records in the case management system and provide progress reports and annual reports, strictly adhere to the ADSi Standards and/or P&P	
Meeting all key performance indicators (KPI) set up in the Work Plan at all times, including both quantitative and qualitative measures	
Follow directions from the Management regarding service improvements within the organisation, which may include additional duties from time to time	
Assist with the Capacity Building Manager and/or Senior Settlement Services Worker in assessment, planning, review and revision of the Work Plan when necessary or as required	
Work collaboratively with other ADSi staff, government and/or non-government agencies to meet special and/or ad hoc needs of settlement services clients	
Establish and strengthen partnerships, including building community networks, and advocating for the needs of settlement services clients	
Raise awareness on issues affecting settlement services clients through consultations and information sessions	
Attend interagency meetings / forums when necessary or as required	
Other duties that commensurate with the functions and roles of the position	

Position Specific Focus		Incumbent Initial
Service Type	Settlement Services	
Cultural Group	South/Southeast Asian	
Age/Gender Group	All	
Service Focus	All	

General Duties for All ADSi Employees	Incumbent Initial
Adhere to ADSi mission, vision and values	
Adhere to the ADSi Policies & Procedures, relevant service principles and service standards	
Maintain client and organisational privacy and confidentiality	
Attend regular supervision and staff meetings	
Attend relevant training and professional development	
Maintain appropriate records and statistics	
Share information and resources with other ADSi staff	
Compliant with all WH&S requirements at ADSi	

Declaration	Incumbent Initial
NSW Working with Children Check (Paid Worker) clearance is mandatory for incumbent of this position <u>prior to</u> employment commencement.	
National Police Check Clearance is mandatory for incumbent of this position <u>prior to</u> employment commencement.	

Incumbent Signature _____ **Date** _____

Manager Signature _____ **Date** _____