

## Ruah Community Services

### Position Description

<b>Position Title</b>	<b>Project Worker</b>
<b>Position Code</b>	<b>?</b>
<b>Division</b>	<b>Various</b>
<b>Office Base</b>	<b>various</b>
<b>Classification Level</b>	<b>Level 4 of the Social, Community, Home Care and Disability Services Award 2010</b>
<b>Reporting To</b>	<b>Coordinator</b>
<b>Supervision of</b>	<b>Nil</b>

**Guided by our Vision, Mission and Values and guiding principles**

**Vision** – Flourishing communities through active participation and wellbeing of people with complex needs

**Mission** – Empowering vulnerable and disadvantaged people to create meaningful change in their lives through provision of quality support services.

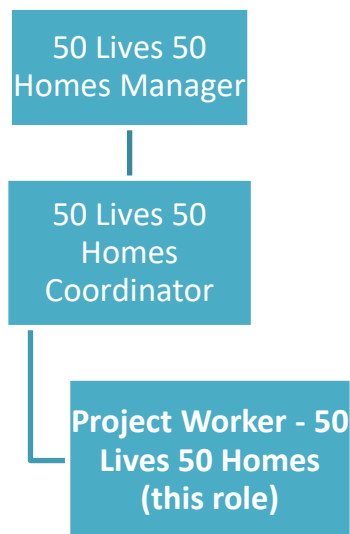
**Values** – Respect, Grassroots, Partnerships, Integrity, Creativity

**Guiding Principles** – Collaboration, Inclusive Spirituality, Environment Sustainability, Aboriginal Recognition & Reconciliation, Welcoming Diversity, Client Focused, Enhancing Civil Society

**Position Intention**

The role’s purpose is to support the collaboration of services involved in the 50 Lives 50 Homes project to sustainably support and house the most vulnerable rough sleepers using a Housing First approach. The role makes up part of the backbone support team that facilitates and leads this collective impact project and acts as a resource to enable services across the sector to come together and align their services to produce better outcomes for a highly vulnerable group.

**Organisation Structure**



First issue date: 14/1/19
Last review date:
Next review date:
Project worker

**Key Duties and Responsibilities**

<p><b>Mission and Values</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate ethical behaviour and decision making</li> <li>• Relate to all employees, volunteers, clients and contractors with courtesy and respect</li> <li>• Take responsibility for own actions/behaviours</li> <li>• Maintain confidentiality of all information in accordance with the organisation's policies</li> <li>• Operate within Ruah Community Services policies and procedures</li> </ul>
<p><b>Service Area</b></p>	<ul style="list-style-type: none"> <li>• Responsible for data collection, data analysis and management of data systems for the project including liaison with any external partners and agencies involved.</li> <li>• Trial and develop and specific approaches relevant to the project.</li> <li>• Develop and implement social media plan in conjunction with Ruah's Communications team</li> <li>• Provide support to and assist facilitate working group meetings</li> <li>• Design and delivery of training and presentations related to the project</li> <li>• Provide support to participating services and partners to facilitate their collaboration and involvement with the project</li> <li>• Provide mentoring support to participating services and partners to facilitate their collaboration and involvement with the project, including taking the lead in trouble-shooting individual client issues as required</li> <li>• Keep abreast of current research and similar initiatives.</li> <li>• Assist with the identification and sourcing of appropriate funding for priority initiatives and contribute to the writing of funding submissions and reports.</li> </ul>
<p><b>Stakeholder Engagement</b></p>	<ul style="list-style-type: none"> <li>• Promote effective working relationships with other agencies and key stakeholders</li> <li>• Contribute to the positive public profile of the organisation and the project.</li> </ul>
<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>• Promote, participate in and contribute to a supportive team environment.</li> <li>• Build relationships based on trust and respect for every person.</li> <li>• Work as an effective and valued member of the Ruah team.</li> <li>• Work in a culturally secure and appropriate way</li> </ul>
<p><b>Financial Management and Reporting</b></p>	<ul style="list-style-type: none"> <li>• Ensure timesheets, travel claims, worker rostering, worker expenses and other administration data are processed in accordance with organisational policy and procedures.</li> <li>• Working towards the required standards as stated in the relevant services contract</li> </ul>
<p><b>Quality and Risk Management</b></p>	<ul style="list-style-type: none"> <li>• Adhere to the OSH policies and procedures</li> <li>• Report risks</li> <li>• Follow workplace procedures for hazard identification and risk control</li> <li>• Ensure Occupational Safety and Health guidelines are followed in the workplace</li> </ul>

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**Selection Criteria**

**Essential**

- Willingness and ability to work within and contribute to the vision, mission, core values and the guiding principles of the organisation
- Knowledge and understanding of diversity, gender and social inclusion, particularly Aboriginal culture.
- Relevant Tertiary Degree in a related discipline and relevant work experience (3-5 years) which demonstrates strengths in the criteria listed below.
- Understanding of contemporary theory and key concepts related to the project.
- Demonstrated sound collaboration and/or project management skills, knowledge and experience including capacity to network and build solid working relationships with a broad range of stakeholders
- Well-developed IT and data management skills and high-level experience in use of tools such as Excel and online databases
- Excellent written and verbal communication skills including the ability to provide presentations, run training and facilitate meetings
- Flexibility and ability to work independently and collaboratively including strong time management /organisational skills and ability to manage multiple and competing demands
- Demonstrated advanced understanding of complex issues facing people who experience chaotic life circumstances such as homelessness, AOD use, family/domestic violence and mental health issues.

**Compliance Documents**

- Current drivers licence
- Working with Children Check if required
- National Police Certificate

**Authorisation**

This document is an accurate statement of the duties and responsibilities of this position.

Manager Name	Leah Watkins	Employee Name	
Manager Position	50 Lives 50 Homes Manager	Employee Signature	
Date		Date	

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