



# Community Hub Worker

Part Time Fixed Term 21 hours p/wk to 21 December 2018

- ✓ **Attractive not-for-profit salary packaging options**
- ✓ **Flexible working conditions**

**Metro Assist Inc.** (formerly Metro Migrant Resource Centre) is seeking a qualified and experienced part-time Community Hub Worker to be part of a vital service that makes a real difference to the wellbeing of families. Our team is primarily based in Ashfield, with an office in Strathfield.

Metro Assist provides settlement and multicultural services, family services, emergency relief, tenancy advice, financial counselling and undertakes community development projects and initiatives. More information about Metro Assist is available on our website [www.metroassist.org.au](http://www.metroassist.org.au).

## About the Role

The key purpose of the Community Hub Worker role is to build the community connectedness and capacity by providing information and referral services and implementing community development activities in collaboration with the local agencies and services.

Community Hubs work with individuals, service providers and community groups to provide a locally based entry point to information, resources and services that are accessible to all members of the community. The Community Hub connects individuals to information and services to promote community capacity, increase resilience and improve safety in the community. Community Hubs may also provide a location for the delivery of a range of community based, non-profit services including visiting and/or co-located agencies which contribute to community capacity building.

The role of the Community Hub Worker is to:

- Engage with the community in the Inner West through activities, information and education sessions.
- Work closely with the local services in identifying local needs and strategies that build on community strengths to help them become self-reliant and resilient and able to contribute within the community.
- Deliver and facilitate an interagency or establish a new network/interagency such as a youth services network, CALD service network etc.
- Deliver appropriate projects / programs in partnerships or collaborations to address local and regional issues, or to connect agencies with common issues.
- Competently identify and apply for community grants including CDSE, Council grants and other grants that support the local events, projects and programs.
- Develop and implement relevant data reporting tools and maintain data relating to the program activities.

A full position description is available on our website <http://www.metroassist.org.au/get-involved/work-with-us.htm>

The salary is based on the SCHCADS Award. In addition, a generous tax free salary package is available. The successful applicant will also benefit from ongoing professional development opportunities and flexible working conditions to maintain excellent work-life balance.

### **Essential Selection Criteria**

1. Demonstrated experience providing access to information, resources and services to the community.
2. Relevant qualifications – minimum Diploma in Community Services.
3. Understanding of and experience working in partnership with local services, agencies and service networks.
4. Experience conducting community consultations and meetings and organising community events, such as open days, expos etc.
5. Experience in working with people from disadvantaged CALD, Aboriginal and Torres Strait Islander and refugee communities.
6. Experiences in identify and apply for community grants including CDSE, Council grants and other grants that that support local events, projects and programs within the program.
7. Experience and understanding of administrative, accountability and data management processes.
8. Demonstrated ability to work independently and as part of a team.
9. Prepared to undergo a Police Check and a Working With Children Check.

### **Desirable Selection Criteria**

1. Ability to write succinct and accurate reports and to communicate effectively with team members, management and Departmental officers.
2. Current drivers license and own vehicle.

### **HOW TO APPLY**

**Applications close 24 May 2018** and must be submitted to: [recruitment@metroassist.org.au](mailto:recruitment@metroassist.org.au)

Your application must address each of the selection criteria and include:

- A cover letter
- Statement against selection criteria
- A current resume including your full name, postal address and contact number
- Two of the most recent work-related referees stating names, positions and contact details

For enquiries regarding this position, please contact Michelle Aldred on (02) 9789 3744 or email: [recruitment@metroassist.org.au](mailto:recruitment@metroassist.org.au)