

BACKGROUND:

The Cambodian Association of South Australia Management Committee has over the past several years been engaged in establishing the foundations for future service delivery to the Cambodian community in South Australia.

This position will play a vital role in verifying the current social services needs of the community, any gaps in services or areas of unmet needs, as well as providing a level of direct service.

This data, together with expressed community views and demographic background information will then be used in the application for federal and State government grant opportunities.

The worker will be linked to experienced mainstream workers in each key area of expertise/service to provide mentoring and advice.

JOB DESCRIPTION

JOB TITLE: CAMBODIAN COMMUNITY WELFARE WORKER

POSITION: Short term (3-6 months); part/ full time - hours negotiable

LOCATION: Shared office within Life Without Barriers Salisbury premises as the home base; however the employee will be expected to spend a significant proportion of time with the temples and community groups.

REPORTS TO: to be confirmed.

ROLE & RESPONSIBILITIES:

- Be a first contact for members of the Cambodian community seeking support regarding issues such as domestic violence, mental illness, migration issues, family and cultural support, drug and alcohol issues, disability services and housing.
- On behalf of clients negotiate with Centrelink, mainstream and specialist service providers and others to assist in the resolution of any difficulties.
- Liaise with each of the temples, Christian and other groups, and the Cambodian Elderly Group to establish referral links and gather information about areas of need identified;
- Liaise with temples to discuss any training/information sharing they require relating to the provision of social support to the community;
- Connect clients to practical and financial support and financial counselling.
- Keep records of their activities and client details and report to the supervisor fortnightly/monthly;
- Review and summarise relevant ABS data (e.g. Census) re community demographics for the purpose of service planning.
- Identify any relevant federal, state or local government tender or grant opportunities for 2018/9 and 2019/20.

QUALIFICATIONS/SKILLS: A minimum of Community Services Certificate III; relevant life/work experience can offset formal qualifications.

The successful applicant will have the following skills:

- Competence in oral and written English.
- Khmer speaker, and preferably read and write Khmer;
- Understand the issues facing the Cambodian community and have a sound knowledge of the appropriate community services (in key areas such as domestic violence, mental health, disability, financial and practical support, public and community housing, tenancy rights) to assist them;

- Fast learner, ability to communicate well (orally and in writing) with mainstream service providers;
- Non-political and non-partisan; neutrality/independence from external agencies; non-member of a political organisation or entity;
- Demonstrated ability and willingness to work with all local Cambodian communities, including all faith and community groups and the broader community;
- The ability to communicate effectively with clients, their children, fellow staff, management and community/government organisations
- Honesty, punctuality and reliability
- Good communication skills, particularly in negotiation, advocacy and conflict resolution;
- Good networking skills, and able to use own initiative;

Special Condition:

- The position will require some out of working hours, for which time off in lieu will be negotiated.
- Working with Children and National Police clearances
- Current drivers licence and reliable vehicle
- Reside in South Australia

Attention:

- Application closed at **5pm on 24 September 2018.**
- No email application will be accepted.
- Application and CV can be dropped or posted to:

**Attn: Mr Sarou Theav
Cambodian Association of South Australia Inc.
63 Commercial Road,
Salisbury SA 5108**

Acknowledgement

I, _____, have read, understood and accept the position as documented in this position description.

Employee's Name:

Signature:

Date:

Employer's Name:

Signature:

Date:
