

## POSITION DESCRIPTION

---

<b>Position:</b>	<b>Settlement Engagement and Transition Support (SETS) Worker – Canterbury</b>
<b>Classification:</b>	SCHCADS Award Level 3
<b>Responsible to:</b>	Manager – Capacity Sector and Capacity Building
<b>Employment Conditions:</b>	Position is subject to a Working with Children Check and National Police Clearance Check

---

### Job Description

This is a fixed term contract position (35 hours p/w) until June 2027. The position is full time but 4Cs will also consider a job share arrangement for the right applicant.

### Reporting and Organisational Context

Responsible to the CEO and Board of Directors of Canterbury City Community Centre through the Manager - Community Sector and Capacity Building.

### Position Objectives

Facilitate the self-reliance and full participation of newly arrived migrants and refugees within the broader community through case work, community development initiatives and targeted activities.

### Key Responsibilities

- Work closely with 4Cs staff and the Settlement Team at Metro Assist to implement and coordinate activities for SETS participants in the Canterbury Area.
- Provide individual casework and make appropriate referrals to support the diverse needs of SETS participants.
- Plan and deliver group information and education sessions based on the Service Delivery Plan to equip participants with essential knowledge and skills.
- Follow SETS and Metro Assist reporting requirements and guidelines, ensuring compliance with policies, privacy regulations, and information security protocols.
- Keep updated on evolving programs, policies, legislative changes, and services that impact SETS participants and service delivery.

### Effective Workplace Relationships

- Maintain effective working relationships with the manager, community program workers, 4Cs staff and program participants.
- Collaborate with Metro Assist and Lebanese Communities Council to ensure cohesive and complementary service delivery.
- Establish, maintain and strengthen partnerships with external stakeholders to support the delivery of the SETS program.

## Financial Management

- Work with the Manager to ensure prompt payment of relevant invoices, etc.
- Adhere to the Centre's Financial Policy.

## Other

- Adhere to the Centre's Code of Behaviour and Policies and Procedures as contained within the Centre's P & P Manual.
- Carry out other duties as directed by the supervisor.

## Knowledge, Skills and Experience

### Essential Criteria

- Qualifications in community welfare, case work, community development, social work, health or the social science fields.
- Demonstrated knowledge of settlement issues affecting individuals, families and communities from migrant and refugee communities eligible under the SETS program.
- Knowledge of Australian settlement and other services relevant to refugees and humanitarian entrants.
- Ability to establish rapport and work collaboratively with external stakeholders to provide individual support and targeted programs.
- Demonstrated experience in casework including providing information and referrals
- Demonstrated knowledge and experience in community development, advocacy, partnership building or community liaison with culturally and linguistically diverse communities.
- Good written and oral communication skills including computer literacy, and report writing.
- Ability to implement programs according to established guidelines.

### Desirable Criteria

- Relevant community language.
- Skills in group work and program development.
- Driver's License and access to a motor vehicle.

---

X

---

Employee's signature

---

X

---

Manager's signature

---

X

---

Date

---

X

---

Date