

**CASEWORKER (P/T 3 days per week)
6 month contract**

The Asylum Seekers Centre of New South Wales (ASC) seeks applications from suitably experienced and motivated individuals for the position of Caseworker. This is a six month contract position; extension to the contract will depend on ongoing funding and board approval.

The ASC is an independent, not-for-profit, non-government organisation which aims to provide a welcoming environment and practical support for community-based asylum seekers living in NSW, while building support and pursuing social justice for this population.

Our vision is that asylum seekers are welcomed to Australia and afforded a dignified, meaningful and safe existence pending the fair, transparent and expeditious resolution of their claims.

This is a key position in the organisation for a suitably skilled person who is keen to embrace our vision and make a significant contribution to improving the treatment and circumstances of asylum seekers.

For further information about our work including our annual report please visit www.asylumseekerscentre.org.au.

For further information about the position please see the position description and contact our Casework Coordinator, Kath Hales on (02) 9361 5606 if you have further queries.

Applicants should:

provide a resume
address selection criteria
provide contact details for two referees

Please send applications to:

To: The Director
Asylum Seekers Centre of NSW
38 Nobbs St, Surry Hills NSW 2010

or via email to admin@asylumseekerscentre.org.au
(with subject line: Locum Caseworker application).

Applications close on **Monday 1 February, 2010**.

Interviews for shortlisted applicants will be held in the week beginning 8 February, 2010.
(Shortlisted applicants will be contacted to arrange an interview in the week commencing 1 February).

ASYLUM SEEKERS CENTRE of NSW (ASC) POSITION DESCRIPTION

| | |
|-----------------------------|---|
| POSITION TITLE: | Caseworker (6 month contract) |
| AWARD: | Social and Community Services (SACS), Grade 3 |
| CONDITIONS: | 24 hours per week; voluntary PBI (salary sacrifice) 6 month contract – Extension to contract is subject to ongoing funding and approval by Board of Directors. |
| PERIOD OF APPRAISAL: | 3 months (probationary) |
| RESPONSIBLE TO: | Casework Coordinator |
| DIRECT REPORTS: | none |

QUALIFICATIONS AND EXPERIENCE

Essential:

Tertiary qualifications in social work, psychology, welfare or another relevant discipline, or equivalent experience

Experience in undertaking casework (including client assessments, referrals and advocacy) with marginalised client populations

Demonstrated sound understanding of issues affecting asylum seekers within the current Australian context

Strong oral, written, cross-cultural and interpersonal communication skills

Capacity to manage competing deadlines and a high volume workload

Capacity to work cooperatively in a multidisciplinary team comprised of salaried and volunteer staff

Computer proficiency

Demonstrated understanding of and commitment to EEO, OH&S and child protection policy and legislation

Desirable:

Experience of working with asylum seekers and/or refugees

Proficiency in a relevant community language (eg. Arabic, Mandarin, Bengali, Indonesian)

Possession of a current NSW driving license and access to a registered car.

PRIMARY OBJECTIVES

To provide an assessment and referral service to asylum seekers living within Metropolitan Sydney and regional NSW.

In conjunction with other ASC staff to develop and maintain productive partnerships with other services in the sector, relevant to the needs of asylum seekers, to ensure effective service provision.

To positively promote ASC's services and raise awareness of asylum seeker issues.

PRIMARY DUTIES

Assessment and casework

To determine eligibility of referred individuals and families for services provided at ASC in accordance with ASC guidelines.

To provide an assessment and referral service for asylum seekers seeking assistance

To provide casework assistance to clients in need of the program.

Undertake training in use of ASC's intake and assessment processes and utilise this process when conducting assessments with asylum seekers.

To support asylum seekers to develop a clear understanding of the processes of seeking protection within Australia and the health, welfare and other support services that may be available to them.

To provide asylum seekers with referrals to other services, both internal and external, from which the client might benefit.

To uphold the vision, mission and values of ASC by ensuring that those persons who seek assistance at ASC are welcomed and treated with dignity and respect.

Establish productive working relationships and liaise closely with sector services in relation to the health and welfare needs of asylum seekers, including attending interagency meetings when required.

Engage in advocacy for individual clients around particular issues, ie. Housing, homelessness and access to services.

Maintain clear, objective, accurate and timely file records of client contact and assessment, referrals and interventions.

Maintain appropriate data base and collate and monitor relevant statistical data as are required by the Casework Coordinator and Director.

Administration

Participate in ASC Casework meetings, staff meetings and other meetings relevant to duties as required.

Understand and comply with ASC policies and procedures, including attending mandatory training events.

Provide bi-monthly progress reports to the Casework Coordinator.

Prepare and implement an annual work-plan outlining goals to be achieved.

Training

Conduct information sessions for schools and relevant service providers to increase awareness of asylum seekers

Positively promote ASC and its service to the community

OH&S

Participate in the ongoing improvement and implementation of ASC's OH&S policies and procedures.

Personnel

Participate in weekly supervision and annual performance appraisals with Casework Coordinator.

Participate in processes designed to make quality improvements to ASC policies and procedures and systems.

Participate in the planning and evaluation of ASC services and projects.

Participate in educational and professional development programs.

Other

Assist in the day-to-day management of Centre activities and volunteers, including those performing reception duties.

Perform other duties as required.