

ASYLUM SEEKERS CENTRE of NSW (ASC) VOLUNTEER POSITION DESCRIPTION

POSITION TITLE:	Intake and Assessment Worker (6 month contract)
RESPONSIBLE TO:	Casework Coordinator
TIME COMMITMENT:	8 hours per week
LOCATION:	Asylum Seekers Centre
REVIEW/ END DATE:	3 month review
TRAINING:	Compulsory attendance at ASC Introductory Volunteer Session

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
- Good oral, written, cross-cultural and interpersonal communication skills
- Competent computer skills
- Capacity to work cooperatively in a multidisciplinary team comprised of salaried and volunteer staff
- 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)

PRIMARY OBJECTIVES

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

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

Administration

- Participate in regular handover meetings with Casework Coordinator relevant to duties as required.
- Understand and comply with ASC policies and procedures, including attending mandatory training events.

Personnel

- Attend fortnightly supervision with Casework Coordinator/Senior Caseworker
- 3 monthly review with Casework Coordinator

Other

- Perform other duties as required

TRAINING

Compulsory attendance at ASC Introductory Volunteer Session which includes:

- Introduction to refugee issues
- Outline of refugee policy in Australia
- The role and responsibilities of the volunteer

- Strategies in working with asylum seekers

VOLUNTEER BENEFITS

- Making an invaluable contribution to asylum seekers ability to communicate;
- A challenging and rewarding experience;
- An opportunity to meet new people and share ideas;
- An opportunity to keep abreast of the latest issues regarding asylum seekers;
- Ongoing training.