

## BENDIGO COMMUNITY HEALTH SERVICES

### POSITION TITLE: UNDERSTANDING ISLAM PROJECT WORKER

<b>Name:</b>		PO Box 1121 Bendigo Central Victoria 3552
<b>Position number:</b>		
<b>Award/Agreement:</b>	Community Health Centre (Stand-Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017	<b>Central Site:</b> Ph: (03) 5448 1600 Fax: (03) 5441 4200
<b>Classification:</b>	Social and Community Services Employee Level 3	<b>Eaglehawk Site:</b> Ph: (03) 5434 4300 Fax: (03) 5441 4200
<b>Site:</b>	Central site however the position may work from any Bendigo based BCHS as negotiated	<b>Kangaroo Flat:</b> Ph: (03) 5430 0500 Fax: (03) 5441 4200
<b>Hours per fortnight:</b>	12.0 hours per fortnight	<b>Elmore Primary Health:</b> Ph: (03) 5432 6001 Fax: (03) 5432 6101
<b>Tenure:</b>	Fixed term to 31 December 2020	
<b>Position description developed:</b>	January 2019	
<b>Responsible to:</b>	Team Manager - Cultural Diversity and Relationships	

## 1. Position Role

Bendigo has experienced a rapid growth in refugee and skilled migrant arrivals over the past eleven years, including welcoming the settlement of those of Muslim faith. The Understanding Islam project recognises the need to build social cohesion, intercultural and interreligious community connections.

The project proposes to build knowledge and understanding of the Islamic faith within The City of Greater Bendigo by providing opportunities for a broad section of community to participate in Understanding Islam sessions facilitated by a qualified Islamic cross-cultural trainer. The focus of the project is to dispel myths and provide factual accurate information on Islam. The project will build knowledge about working with Muslim families and complement Bendigo Community Health Services suite of cultural and refugee settlement community education programs.

The project is designed to target a broad range of health, welfare, education and law enforcement sectors as well as general trades people and religious communities.

## 2. Position Responsibilities

The responsibilities of the position are:

- To identify priority audiences, promote and recruit to the Understanding Islam sessions.
- Develop promotional materials.
- Review current training resources.

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- Develop a core training module that has flexibility to be modified for the intended audience.
- Develop an evaluation framework and measurement tools.
- Collate review and analyse evaluation findings to inform project progress.
- Additional relevant project work to build social cohesion.
- Assist with reporting on the project.

### 3. The Role of the Team

The role of the Cultural Diversity and Relationships team is to enhance community awareness and foster inclusion of existing and new refugee communities. This is done through the creation or enhancement of relevant relationships to develop community collaboration opportunities which includes building health literacy to ensure optimal and harmonious settlement.

The Cultural Diversity and Relationships team work alongside teams who deliver both primary refugee support models including Humanitarian Settlement Program and Settlement Engagement and Transition Support - Client Services. Bendigo Community Health Services provide a holistic approach to this emerging community with a strong focus on identifying and addressing community needs.

### 4. Key Selection Criteria)

#### 4.1 Essential

1. A tertiary qualification and experience in social work, public and community health or social sciences.
2. A qualification in cross-cultural training.
3. A demonstrated understanding of the pillars of Islam and an ability to facilitate information sessions on Islam.
4. An understanding of social cohesion and the value of intercultural, intercommunity and interreligious interactions.
5. Experience in providing community education.
6. Highly developed engagement and stakeholder management skills.
7. Experience in evaluation and project management.
8. The ability to work within Bendigo Community Health Services Code of Conduct framework and the ability to maintain confidentiality.
9. A good understanding of Microsoft Office (Outlook, Word, Excel and Publisher).
10. A current Working with Children Check.
11. A current Driver's Licence.

#### 4.2 Desirable

1. Previous experience in conducting Understanding Islam sessions.
2. Desktop publishing skills.

### 5. Probationary Period

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your Manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

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### **6. Staff Review and Development (SRD)**

*Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the Position Role and Responsibilities and Key Selection Criteria in addition to the relevant Branch and Team Plans and the following Performance Indicators.*

#### **6.1 Self-Management:**

*Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth*

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.

#### **6.2 Communication and Team Work:**

*High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with consumers*

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

#### **6.3 Administration and Documentation:**

*Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.*

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

#### **6.4 Learning:**

*Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.*

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and team work plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

#### **6.5 Position Performance:**

*Demonstrate achievement of negotiated performance indicators specific to your position.*

- Participate in meetings and provide reports and general feedback as required.
- Adhere to project timelines and milestones.
- Participate in supervision and professional development as negotiated with line Manager.

#### **6.6 Diversity and Culture:**

*BCHS treats all people with respect; values diverse perspectives; participates in diversity training opportunities and provides a supportive work environment.*

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### 6.7 Child Safety:

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **ALL** children reach their individual potential.

## 7. Other Essential Requirements

### Staff will:

- Complete a satisfactory Police Check before employment is confirmed, the Police Check will be initiated by BCHS at the expense of the staff member.
- Sign the pre-existing Injury/Disease Declaration.
- Present a copy of your original professional qualifications document or registration (if required).
- Receive and comply with the BCHS Code of Conduct.
- Comply with BCHS Privacy Policy and Procedures.

### BCHS believes that *"Quality is everyone's business, safety is my responsibility"*

Co-operate with and contribute to BCHS Health and Safety procedures and participate in appropriate safety information and education activities as required.

## 8. Other Information

- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.
- BCHS has a commitment to environmental sustainability.

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Approved: Callum Wright  
Acting Chief Executive Officer

Date: ...../...../.....

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Agreed: Understanding Islam Project Worker

Date: ...../...../.....