

POSITION DESCRIPTION - EMPLOYEE



POSITION TITLE:	Financial Inclusion Support Worker
AWARD CLASSIFICATION:	Band/Level: 3.1 1 FTE Social, Community, Home Care and Disability Services Award 2010 Modern Award MA000100 Dependent on experience and qualifications
PROGRAM/DEPARTMENT:	Education, Enterprise and Innovation
LOCATION:	North West Melbourne Braybrook
DATE APPROVED:	4 November 2020
APPROVED BY:	General Manager Education, Enterprise and Innovation

Funding Source - *Working for Victoria*

The Working for Victoria (WfV) Fund is part of the Victorian Government's \$1.7 billion Economic Survival Package addressing the impact of the COVID-19 crisis. The Fund supports the creation of new short-term roles. Concern Australia is delighted to be partnering with the Victorian Government who have funded this position in a response to our commitment to strengthen youth outreach and address the impact of the COVID-19 crisis on vulnerable young people.

Mission: Concern Australia works in partnership with young people and children, creating opportunities for them to enjoy full and meaningful lives.

Vision: An Australia where young people and children have HOPE for a successful and positive life.

Values: Faith ♦ Integrity ♦ Respect ♦ Belonging

Concern Australia is a dynamic not-for-profit Christian organisation which finds its roots in the work of Rev Dr John Smith who also founded the God's Squad Christian Motorcycle Club in the 1970s.

Today we work with young people and children 5-21 years, creating opportunities for them to enjoy full and meaningful lives. Late 2016 we launched 2020VISION, our Strategic Plan and we are working to realise 4 shared goals to be:

PEOPLE ♦ CENTRED ♦ LEADER ♦ PARTNER ♦ STEWARD

Our work focusses on the innovation, development and delivery of responses in the areas of Education; Housing & Homelessness; and Justice. Each year we connect 30,000 vulnerable young people across Australia through the following activities:

Education

- Values 4 Life – seminars within primary and secondary schools to 25,000 students, parents and teachers across Australia.
- Hand Brake Turn – pre vocational automotive training to 80 trainees per year

Housing & Homelessness

- Inside Out – the provision of Out-of-Home-Care in partnership with the Victorian Government's Department of Health and Human Services through the Enhanced Lead

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Tenant Program offered to young people living in 17 properties across metropolitan Melbourne.

- STEPS Outreach Service – support to over 500 homeless young people from the steps of Flinders Street station.

Justice

- Chaplaincy and support services for young people at the Malmsbury Youth Justice Centre.

ORGANISATIONAL RELATIONSHIP

REPORTS TO:	General Manager Education, Enterprise and Innovation
SUPERVISES:	N/A
INTERNAL LIAISONS:	Concern Australia Executives, Program Managers, Staff & Volunteers
EXTERNAL LIAISONS:	Volunteers, clients & government

POSITION OBJECTIVES

The Finance Inclusion Support Worker role exists to support Concern Australia clients, volunteers and staff in the provision of information and referral services that enhance economic inclusion.

KEY RESPONSIBILITY AND DUTIES

- To provide updated information and referrals to financial counselling services and microfinance loans and savings programs.
- Other finance related projects and administration to support the service delivery programs.

Other:

Duties beyond the scope of this position description but in line with an incumbent’s skills, competencies and training, may present from time to time. Reasonable requests for such duties to be discussed and agreed with line manager and executed accordingly.

QUALIFICATIONS, SKILLS AND EXPERIENCE

Qualifications and/or Experience

- Tertiary qualification in Finance, Accounting, Business Administration or other related qualification and/or relevant experience.

Knowledge and Experience

- Knowledge of basic accounting principles.
- Knowledge and/or understanding on how to work with vulnerable persons, including disadvantaged young people who may be experiencing financial hardship.

Skills and Abilities

- Sound administration skills.
- Strong attention to detail.
- Ability to work effectively in a team environment toward deadlines as well as prioritising own workload.

SECURITY CHECKS, LICENCES AND OTHER INHERENT REQUIREMENTS

- Satisfactory National Police Check and International Police Check (International Police Check if applicable).
- Valid Working with Children Check or relevant Victorian Teaching Registration.
- Current Victorian Driver's License.

INHERENT PHYSICAL REQUIREMENTS

Concern Australia has a duty of care to all workers. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks among other things:

Prolonged sitting: computer work, data entry
Occasional standing: filling, photocopying & scanning
Occasional bending, reaching and holding
Occasional walking, climbing stairs
Manual handling: occasional lifting & pulling
Occasional work in isolation
Occasional driving

KEY SELECTION CRITERIA

Essential:

- Demonstrated commitment and personal desire to adhere to Concern Australia's Mission, Vision, Values and Goals.
- Sound administration skills.
- Strong attention to detail and a high level of accuracy.
- Ability to work effectively in a team environment toward deadlines as well as prioritising own workload.
- Willingness to obtain a Valid Working with Children Check, satisfactory National Police Check (or international where required) as it relates to the Financial Inclusion Support Worker position.
- Current Victorian Driver's License.

Desirable:

- Tertiary qualification in Finance, Accounting, Business Administration or other related qualification and/or relevant experience.
- Relevant experience in a Community/Not for Profit sector, including working with vulnerable persons.

CHILD SAFETY COMMITMENT

Concern Australia is committed to providing child safe and protected environments in all its activities and programs and has a zero tolerance approach to child abuse or exploitations. Contact and working with children is a critical responsibility. Children have the right to be safe and protected. All employees are required to have a valid Working with Children Check, National Police Check and International Police Check (International Police Check where applicable).

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Supervisor Name: _____

Signed: _____ Date: _____

Employee Name: _____

Signed: _____ Date: _____