



Project Worker – Financial Literacy for Youth (FLY)

Fixed Term position: 14 hours per week during each school term 2012

SCHADS MODERN AWARD Level 3

CatholicCare Social Services Diocese of Parramatta offers a range of services across Western Sydney. We are offering a newly created Fixed Term position and are seeking an enthusiastic person with project work experience to join our team. This position will involve the marketing and delivering of a 1 to 2 hour interactive FLY workshop to senior high school students and youth. The role will involve promoting and organising workshops, the creative adaption and extension of the existing program, facilitation of the workshops in the community and the training of additional educators as needed.

This position offers a dynamic, motivating, flexible and challenging role for the right person.

Essential Criteria:

- Tertiary qualifications in Youth Work, Community Services or Social Sciences
- Proven ability to engage and work with youth aged 15 - 18 years
- Group facilitation, workshop presentation or teaching experience
- Ability (proven skills) to develop and implement a project or program
- Good written and verbal communication skills
- Current driver's license and own vehicle
- Willing to undertake pre-employment screening

Desirable Criteria:

- Understanding of issues related to youth as consumers and managers of their own finances
- Proficient computer skills and ability to use Microsoft Office particularly PowerPoint
- Enthusiasm about working with youth
- Knowledge about time limited projects
- Demonstrated networking skills
- Ability to communicate and engage with people from a variety of backgrounds

The preferred applicant will be subject to a National Criminal History Record Check.

To be considered for this position you must submit a detailed resume and a separate response to the selection criteria as outlined above.

Applications are to be emailed to careers@ccss.org.au

Applications close C.O.B 14th February 2012.



POSITION DESCRIPTION

POSITION:	Project Worker - Financial Literacy for Youth (14 hours per week during the school terms in 2012)
AWARD:	Social, Community, Home Care and Disability Services Industry Award 2010
CLASSIFICATION:	Level 3
REPORTS TO:	Manager Education Services
SERVICE:	Education Services

Position Objective

- The purpose of this position is to market and deliver a fixed term Financial Literacy program for Youth (FLY) principally in the Blacktown LGA. Some workshops need to be delivered in the Hills Holroyd and Penrith LGAs. This position will focus on the adaption and further development of existing program material to deliver an interactive session and provide resource material as a way of providing community skills development. This will be achieved through short interactive workshops to senior students in school and other youth focused community settings and in also providing mentoring and training of facilitators to further deliver and continue the program as required.

Responsibilities

- To engage and negotiate specifically with schools, community youth organisations and the wider community to promote interactive Financial Literacy for Youth workshops according to funding requirements.
- To prepare material for and deliver as a facilitator the FLY programs in the schools and community according to the funding requirements.
- To develop and provide skill development workshops and training to FLY facilitators where necessary.
- To collect and record data about the project and write evaluation reports to meet funding body and CCSS requirements.
- To attend relevant networks and interagency meetings.
- To be available for supervision and training.
- To regularly liaise and report progress to the Manager Education Services.

Duties

- To develop a work plan and time line for the FLY project.
- To further develop and adapt the Financial Literacy for Youth (FLY) program material and processes to best engage youth as required.
- To deliver FLY programs to youth in the LGAs noted above.
- Provide statistics and data reports as required.
- To attend Agency, Portfolio and Educational Services meetings as required.
- To complete time sheets and travel expense claims and submit to Manager Education Services fortnightly for approval.
- To be aware of and adhere to all the organisational policy, guidelines and procedures (including OH&S).
- To ensure the preparation of all workshop material for each presentation.
- To ensure all workshop material and equipment is transported to workshop sites.
- To undertake other duties as may be required by the manager.

Training and Development:

- To participate in supervision sessions with the Manager.
 - To participate in performance reviews.
 - To be willing to undertake relevant training.
 - To participate in relevant organisational team development and planning sessions in consultation with Manager Education Services.
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It is expected that all duties will be carried out in accordance within the ethos of CatholicCare Social Services and with the Code of Conduct, Strategic Plan, Business Plan, Policies and Procedures of CatholicCare Social Services, Diocese of Parramatta

Section 2: Agency Guidelines
Document number: 2.1
Issued: February 2011
Contact: Business Manager
Phone Number: 02 9933 0222

1. MISSION

The primary task of CCSS in the Parramatta Diocese is to provide social services in the spirit of Christ to support people, relationships and communities as together we strive for justice and empowerment.

2. VISION

Our vision is for individuals, families and communities to be strengthened and to live in safety and harmony, where there is respect of individual rights and responsibilities and the dignity, equality and participation of each person is promoted. Australian Indigenous Community has a special place as our First Nation People.

3. VALUES

We journey with our people by:

- Respecting the dignity, worth, diversity, cultures and beliefs of all people including the Australian Indigenous Community;
- Recognising the rights and responsibilities of all people;
- Working for fairness, equality, access and justice for all people;
- Being honest and accountable in our work.