

POSITION DESCRIPTION



tenants queensland inc

TENANTS WORKING TOGETHER

DFV SECTOR CAPACITY BUILDING PROJECT – SECTOR ENGAGEMENT WORKER

Position Title: DFV Sector Engagement Worker
Classification: <i>Level 4</i> of the Community Services and Crisis Assistance Award (State) 2008
Status: Fixed Term to June 30, 2020 Full time – 38 Hours per week
Working Hours: 9 – 5pm, 5 Days per week
Location: Based in either Townsville or Cairns
Salary: (Per the <i>Level 4</i> of the Transitional Pay Equity Order Qld).
Conditions of Employment: As per the Tenants Queensland (TQ) EBA
Reporting to: Principal Solicitor
Accountability: All staff are accountable to the Chief Executive Officer (CEO) and ultimately to the governance board. This position is accountable to the TQ Principal Solicitor for all staffing matters including performance appraisals.
Interdependencies: The role has strong dependencies with the DFV Sector Capacity Building Project Worker
Purpose of the Position: To engage and inform DFV services about the DFV Sector Capacity Building Project, in particular, services working with Aboriginal and Torres Strait Islanders experiencing DFV. To advise TQ on culturally appropriate service delivery
Position Approved: November 2019
General Duties: Work towards achieving the aims of Tenants Queensland and comply with all organisational policies and procedures.

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DFV Sector Engagement Worker

Work as a member of a team with other staff and the TQ Chief Executive Officer.

Undertake administrative duties associated with the performance of the position's specific duties.

Other duties as specified by the Tenants Qld Chief Executive Officer (CEO) and or the governance board.

Specific Duties:

Support the development of the Stakeholder Engagement Plan and assist the Project Worker to engage an expanded range of services including those in the ATSI DFV Sector.

Inform services about the Project and Promote engagement in Project services such as training and helpdesk;

Identify emerging information needs and assist in developing resources to meet stakeholder needs;

Empower and support the Aboriginal & Torres Strait Islander DFV Sector by:

- Engaging with stakeholders with regard for Aboriginal & Torres Strait Islander cultural protocols around community engagement, respectful and inclusive language and valuing Aboriginal & Torres Strait Islander peoples' knowledge and lived experience.
- Generally assist in building the capacity of workers in Aboriginal & Torres Strait Islander DFV and related services to directly support their clients when impacted by residential tenancies issues and promoting housing stability;
- ⊖ In conjunction with DFV Capacity Building Project Worker, support in delivering training on tenancy issues for DFV workers when required.

Support the successful achievement of all project deliverables and required timeframes

Enter all data regarding project delivery and collect data to assist with project evaluation.

Selection Criteria:

A commitment to the principles of social justice.

Ability to work independently and as a member of a team.

Well-developed interpersonal and communication skills.

Ability to organise and prioritise tasks and complete work within designated time frames.

Ability to relate to people from different cultural and socio-economic backgrounds.

Ability to network with and relate to people with Aboriginal and Torres Strait Islander heritage.

Data entry skills

Desirable:

Qualifications and experience in Social Work, Community Education, Network development or Human Services or other related areas.

Ability to travel as required

A current Queensland driver's licence