

**Nimbin Neighbourhood and Information Centre Inc (NNIC)  
Casual Relief Community Worker**

NNIC seeks a suitably qualified and experienced person to become our Casual Relief Community Worker. This is a casual position, to provide relief for our permanent staff when on leave. SCHCADS Level 3.

Applicants **MUST** address the **selection criteria** in the Job Kit, available from Nimbin Neighbourhood and Info Centre at 71 Cullen St, Nimbin, (02) 6689 1692 from 10-00 am til 4-00 pm Monday to Friday, or on our website: [www.nnic.org.au](http://www.nnic.org.au)

Applications **close: Friday 4<sup>th</sup> February 2022**. *NNIC is an EEO employer. ATSI applicants are encouraged to apply. Successful applicants will be required to undergo the Working with Children and relevant Police checks.*

For more info about NNIC see our website: [www.nnic.org.au](http://www.nnic.org.au)

Send completed applications WHICH MUST ADDRESS the selection criteria (see page 8 of this Job Kit) to:

The Manager  
Nimbin Neighbourhood and Information Centre  
PO Box 20168  
Nimbin 2480

Or email it to: [admin@nnic.org.au](mailto:admin@nnic.org.au)

Or drop it into us at 71 Cullen St Nimbin.

Applications which do not address the selection criteria or which are received after the closing date **will not be considered**.



# Nimbin Neighbourhood and Information Centre

## Position Description Casual Relief Community Worker

<b>Employment Status</b>	Part-time
<b>RRF Grade</b>	Level 6 Community Services
<b>Alignment with Modern Award Level</b>	Social and Community Services Employee Level 3
<b>Reporting To</b>	Manager
<b>Directly Supervising</b>	Not applicable
<b>Est hours of work</b>	Est 8 weeks x 18 hours per year, plus additional hrs as may be required.
<b>Date Prepared</b>	December 2022

### Position Purpose

Nimbin Neighbourhood and Information Centre (NNIC) is a non-profit community-based organisation, incorporated under the NSW Incorporated Associations Act. NNIC aims to promote, develop and support community services and assist in their development, to refer individuals and groups in need to relevant departments and organisations and, to act as a focal point for community services.

NNIC receives funding from the CONC (via DSS) under the Financial Management Program to provide emergency relief. The purpose of emergency relief is:

“Emergency relief aims to assist people to deal with their immediate crisis situation in a way that maintains dignity and encourages self-reliance. All services must be effective, efficient, and targeted to people in financial crisis.”

NNIC also receives funding from the NSW Department of Communities and Justice (DCJ) to operate as a Community Hub in Nimbin and District (within a 30km radius) and provided Targeted Early Intervention (TEI) services.

The **Casual Relief Community Worker** position is to provide relief for our permanent Community Worker when they are on leave, to ensure service levels are maintained.



The Community Worker is primarily responsible for assisting the Manager and Management Committee to provide an efficient and effective community hub services (information and referrals, wrap around case coordination, material aid and community development) in accordance with contractual specifications, NNIC policy and procedures and relevant legislation. Additionally, the Community Worker works in close collaboration with the Community Access Worker – Front Of House to deliver an efficient community hub service by ensuring consistency of information and referrals.

The Community Worker is responsible for:

- Provision of information and referral services to clients presenting with a range of competing/complex needs.
- Provision of crisis support, client advocacy and material aid.
- Provision of case coordination and wrap-around services in a timely and appropriate manner.
- Supporting NNIC team members including the Manager, Community Development Worker, Community Access Worker – FOH and FOH volunteers in the provision of community hub activities.
- Engaging clients of the services in feedback and evaluation strategies.
- Maintaining appropriate records in accordance with NNIC/funding requirements, in particular data entry via CSM Flex to facilitate reporting under the DSS DEX reporting portal.

## Core Requirements

Key Responsibility Areas	Role Requirements	Key Performance Measures
<b>Vision, Mission, Values</b>	A significant knowledge of the role, vision, mission, values, community identity and priorities of the Centre. Able to effectively represent the team. Understands the strategic plan of the Centre.	Working knowledge of Centre vision, purpose and values.  Knowledge of services and programs provided by Centre.  Knowledge of key strategic directions of Centre.
<b>Leadership / Teamwork</b>	Team Leader of EITHER Level 3 OR one or more sub-sections with similar tasks OR 9 to 20 Level 1 & 2 roles. Monitors performance. Provides operational or procedural direction and advice. Exercises initiative and is self-reliant. Participates as an effective team member. Assists with the selection of team staff.	NNIC team members are provided with support which assists in delivery of and compliance with Community Hub activities.  NNIC team members are provided with relevant information/support regarding ER program, other material aid and any service issues arising.  Participates in regular team

NNIC Position description: Community Worker

<b>Key Responsibility Areas</b>	<b>Role Requirements</b>	<b>Key Performance Measures</b>
		meetings and activities. Work is subject to general supervision.
<b>Interpersonal Skills / Communication</b>	Drafts letters/reports on complicated issues where some liaison with other departments is involved. Prepares complex management reports. Effectively handles complex, sensitive inquiries from a range of people including professionals. Deals with crises presenting in team skills area; when outside team area, ensures person dealt with by relevant area – internally/externally.	Deals appropriately with a range of correspondence related to role.  Deals regularly with inquiries from Centre users, other agencies and/or external organisations.  Advice and assistance is provided using policy/procedures and past knowledge/experience.  Identifies and determines appropriate referrals – internal/external.  Networks and collaborates with other relevant stakeholders and communities of interest.
<b>Continuous Improvement / Quality</b>	Provides problem solving services on a wide range of issues. Applies advanced problem solving and decision making tools.	Problem solves complex issues related to role.  Participates in evaluation activities including surveys, service mapping etc.  Recommends changes to quality procedures including documentation.
<b>Practices / Safety / Standards</b>	Ensures adherence to quality standards and all relevant government legislation and relevant standards.	Adheres to all relevant government legislation including but not limited to WHS, anti-discrimination and privacy.  Adheres to the policy and procedures of the NNIC.
<b>Experience/Qualifications</b>	3 year degree or equivalent knowledge and experience, or diploma/associate degree with experience.	Maintain relevant training and identifies any training needs.

## Functional Requirements – Client Services and Administrative Stream

Key Responsibility Areas	Role Requirements	Key Performance Measures
<b>Client Services</b>	Comprehensive knowledge of services offered by the Centre, and delivery targets. Ensures: Service delivery liaison/communication with clients; provision of information and effective referral practices. Ensures team members possess an appropriate level of knowledge of the range of services offered by the Centre and those offered by the general and specialist communities.	<p>100% compliance with ER service specification.</p> <p>100% compliance with TEI service specifications.</p> <p>100% compliance with any other relevant service specifications (eg one-off projects).</p> <p>Number of individuals reporting satisfaction with the service that is provided (ER/Community Hub).</p> <p>Assistance is provided to the Community Access Worker to support or coordinate the volunteer program as required.</p> <p>Manager is advised in a timely manner of any service or client issues arising.</p>
<b>Support Plans/ Case Work</b>	Ensures client needs are met, particularly those with a variety of complex needs. Supervises the implementation of care plans.	<p>Assisted referrals: demonstrate appropriate assessment of need and referral outcome.</p> <p>No. and type of assisted referral per annum.</p> <p>No and type of other support provided.</p> <p>No and type of occasions of service of client advocacy.</p>
<b>Family / Community / External Agencies Relationships</b>	Ensures clients and their families are appropriated supported. Ensures a positive image of	No of clients assisted and nature of support.

	clients and the Centre in the community is presented. Ensures team members build strong working relationships with other agencies and work to extend these links to ensure outcomes for both individuals and client groups.	Community Hub internal referrals are made in accordance with service specification parameters.  Participates in relevant networks and events as may be required.  Distributes relevant information about services internally and externally to build/maintain knowledge and relationships.
<b>Community Development/ Capacity Building</b>	Carries out or guides the full range of practical tasks relevant to local early intervention & prevention / community development/capacity building.	Collects and reports on service and community need as identified and in accordance with NNIC processes.
<b>Compliance &amp; Reports</b>	Ensures adherence to compliance and reporting requirements. Ensures the implementation of new/amended compliance and reporting requirements. Ensures all compliance and reporting matters are addressed.	100% compliance with reporting requirements.
<b>Business Communications</b>	Handles complex, sensitive inquiries from a range of people. Deals with complex inquiries from professionals representing external centres. Prepares complex management reports. Drafts complex, sensitive correspondence.	Deals with a range of enquiries including those involving levels of complexity.  100% compliance with management reporting requirements.
<b>Records Management (including data collection)</b>	Develops complex filing and classification systems. Supervises the management of office records.	100% compliance with NNIC records management requirements.
<b>Problem Solving/ Innovation</b>	Provides problem solving services on a wide range of issues. Applies advanced problem solving tools.	Demonstrates appropriate level of problem solving in coordinating relevant services and internally referred community hub activities.
<b>PROJECTS and COMMUNITY DEVELOPMENT</b> As and when required by Management		



## Specific responsibilities and duties

All employees of the NNIC are required to:

1. Sign off in the wages book at the end of each shift.
2. Provide written reports, consistent with role and responsibilities as requested by the Manager and/or Management Committee.
3. Maintain data and records as required by NNIC and any funding bodies.
4. Perform other duties, consistent with role and responsibilities as are delegated by the Manager and/or Management Committee.

Additional responsibilities:

## Decision Making Authority

You are responsible for fulfilling your duties within the framework of legislative requirements and NNIC policies and procedures. The services and activities of the Emergency Relief Program and Community Hub/TEI are guided by funding agreements and related service specifications. Issues are generally resolved without reference to your immediate supervisor but matters that arise which are outside the NNIC policy framework or matters that may potentially escalate to the detriment of NNIC should be reported to the Manager.

Your decision making authority is also guided by the NNIC's Delegations Policy and related Delegations Table; you are required to familiarise yourself of this document and other Centre policy and procedures.

## Relationships

Key Internal and External Relationships:

- Management Committee
- Manager and Centre team members
- NNIC volunteers
- ER recipients
- Service users
- Nimbin Community Members and visitors to Centre
- Funding bodies
- Key stakeholders (including non-government and government organisations, Centre Partners and on-site auspiced services)
- Interagency members



## Selection Criteria

### Essential Requirements

#### Qualifications

3 year degree or equivalent knowledge and experience, or higher diploma/associate degree with experience (Min Cert 4 Community Services plus experience).

#### Other Selection Criteria:

1. Demonstrated experience in the provision of client focused services based on application of assessment/eligibility criteria.
2. Demonstrated ability to provide emergency relief and community hub services and activities in accordance with specifications.
3. Demonstrated understanding of community hub and case coordination service delivery models.
4. Demonstrated ability to work in a team including with volunteer staff.
5. Previous administrative experience, preferably within a community not-for-profit based organisation.
6. Demonstrated interpersonal and communication skills.
7. Demonstrated organisational skills and a demonstrated capacity to work flexibly and within tight timelines.
8. Demonstrated ability to interact with people from diverse social, economic and cultural backgrounds.
9. Demonstrated ability to work with minimal supervision.
10. Demonstrated computer/data entry experience including data collection and maintenance.
11. Current employee Work with Children Check clearance or willingness to obtain prior to commencing work.
- 12. Must be fully vaccinated against COVID-19. The position is a Tier 2 employee and NNIC has deemed that requiring vaccination is a reasonable additional control to protect our Tier 2 and Tier 3 employees against exposure to COVID-19 and limiting transmission from employees to others.**

#### Desirable Requirements

1. Current NSW Drivers Licence
2. Current First Aid certificate or willingness to obtain within three months.

**Applicants must provide at least 2 referees, including their most recent workplace supervisor.**





## Expectations

- To understand and uphold the ideas, aspirations and ethics of the Nimbin Neighbourhood and Information Centre and to identify with its purpose.
- To attend scheduled supervision and support sessions.
- To attend staff meetings.
- To identify and attend appropriate professional development and training courses; to actively participate in the NNIC performance appraisal procedure.
- To abide by the Centre's Code of Conduct and policy/procedural frameworks.
- To adhere to confidentiality and privacy principles.
- In the event of a critical incident or near miss, complete NNIC Incident Report Form and advise the Manager, or in their absence a Management Committee Representative.
- To attend management committee meetings, with notice, if acting as staff delegate for that meeting, or if required by Management Committee.
- To attend NNIC planning meetings, as negotiated as may be required in accordance with NNIC policy.

## Additional Information

- Nimbin Neighbourhood and Information Centre is a smoke free environment.
- Workplace Health and Safety (WHS): Employees are required to carry out duties in a manner that does not adversely affect their health and safety and/or that of others by reporting incidents and injuries as well as co-operating with workplace measures to improve WHS.
- Pre-existing injury: Before any person can be appointed to this position it will be required that they disclose any pre-existing injuries or disease that might be affected by employment in this position.
- Equal employment opportunity: Nimbin Neighbourhood and Information Centre is an equal opportunity employer. Staff are responsible for ensuring, and demonstrating familiarity with Centre policy including the equal employment opportunity policy.
- Conditions of employment: Employment may be subject to:
  1. A current police record check
  2. A working with children check clearance
  3. A current driver's licence
  4. The capacity to work flexible hours (as a genuine requirement of the position)
- It is a genuine workplace requirement that all paid staff of NNIC maintain a current First Aid certificate. To facilitate this process, the NNIC will commit to a cycle of training (once every 3 years) to ensure currency of certificates.