

ADRA Australia Limited

Social Worker



Commitment: Part-time – One year Maximum Term Contract (14 hours week)

Location: ADRA Blacktown Community Centre, NSW

About the role

ADRA Australia is seeking a qualified Social Worker who has experience in related field work as well as experience in supervising students, who will enjoy the opportunity to work in a busy and challenging environment, serving the people in the community.

The Social Worker is responsible for providing social work services to clients including provision and development of a case management framework and community development services in accordance with ADRA Australia's policies, procedures and relevant regulatory bodies. He/ she will supervise the delivery of case management services provided by social work students and/or casework volunteers as well as case management to centre's challenging long-term clients. The Social Worker will be supporting the centre manager by strengthening teamwork and morale and building and maintaining networks to strengthen the delivery of the service.

The successful applicant will be a servant-leader who is passionate about ADRA's purpose, "to serve humanity so all may live as God intended" and will be committed to meeting the challenges of this diverse role with enthusiasm, collaboration and teamwork. He/she must have the legal right to live and work in Australia at the time of application.

The Job Description for the role is included at the end of this document and will give you more specific information on this exciting and challenging role.

About ADRA Australia

The Adventist Development and Relief Agency (ADRA) is the official humanitarian agency of the Seventh-day Adventist Church. As part of the global ADRA network which reaches into more than 124 countries, we are motivated by our faith, to enable people and communities in Australia, New Zealand, the South Pacific, Asia and Africa to improve their health and livelihoods and assist people to prepare for and recover from disasters around the world.

ADRA Australia holds full accreditation with the Australian Government Department of Foreign Affairs and Trade (DFAT) and is a member of the Australian Council for International Development (ACFID) and the Australian Council for Social Services (ACOSS).

Our Values - We conduct our work by being:

Connected - working collaboratively for the best outcome for those living in poverty or distress.

Courageous - persevering through challenging situations.

Compassionate – empathising with the communities we work with and with each other.

About the National Programs Team

The ADRA Social Worker is appointed by the ADRA Australia ADCOM and reports to the ADRA Community Centre Manager and ultimately to the National Programs Director.

The successful applicant will need to be able to work with a variety of stakeholders including universities, churches, Local Management Committees (LMCs), ADRA Australia personnel, beneficiaries, donors, staff and other organisations.

The National Programs team works collaboratively with the following ADRA Australia teams:

- Emergency Management
- Finance/IT
- International Programs
- People and Culture
- Supporter Engagement

Selection Criteria

Essential

1. A commitment to the values of both the Seventh-day Adventist Church and ADRA;
2. Willingness to work within a Christian ethos with conduct that is respectful of the beliefs and practices of the Seventh-day Adventist Church;
3. A passion for social justice and community service with a coherent understanding of the causes and mechanisms which create injustice and poverty and the ability to translate ADRA's Mission into practical care and support to those in need;
4. A desire to promote ADRA's ministry to the Seventh-day Adventist Churches and the general public;
5. A relevant academic qualification in social work and membership in relevant professional associations;
6. At least one year of relevant experience in field work;
7. Proficiency in Microsoft Office and other relevant software (i.e. Readicase);
8. Sound knowledge of government and non-government social support systems;
9. Demonstrated capacity to manage student volunteers;
10. The ability to work and effectively communicate with Centre students, volunteers and stakeholders;
11. Experience working in cross-cultural settings and ability to engage and communicate with people of various backgrounds and ages;
12. Well-developed interpersonal and teambuilding skills;
13. Strong organizational ability and capacity to work autonomously with minimal supervision or in a team;
14. Commitment to industry enhancements, professional growth and improving work processes.

Desirable Criteria

1. Experience in managing clients impacted by trauma, abuse, addiction and mental health issues.
2. Experience in working with families from Culturally and Linguistically Diverse (CALD) backgrounds.
3. Proficient computer skills, including spreadsheets and databases.
4. Grant writing skills.

Key Competencies

- **Leading and Supervising** – Provides others with clear directions; motivates and empowers others; recruits staff of high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour, gives regular feedback.
- **Working with People** – Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight.
- **Adhering to Principles and Values**
Believes in strong principles; upholds ADRA's values; promotes and defends equal opportunities, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment.
- **Relating and Networking** – Establishes good relationships with colleagues; builds wide and effective networks of contacts inside and outside the organisation; relates well to people at all levels; Uses humour appropriately to enhance relationships with others.
- **Planning and Organising** – Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones.

Other Requirements

- Commitment to abide by the ADRA Australia Code of Conduct and organisational policies and procedures. A copy of relevant policies is available on request
- ADRA Australia takes the prevention of sexual misconduct, harassment, and child protection seriously and screens applicants for suitability. The successful applicant will be required to obtain a police check for each country in which the individual has lived for 12 months or longer over the last five years, and for the individual's country of citizenship (including dual citizenship holders). The successful applicant will need to provide their consent to a criminal record check. ADRA Australia recognises that in limited instances it may prove impossible to obtain a reliable criminal record check. In such circumstances a statutory declaration outlining efforts made to obtain foreign police check and disclosing any charges and spent convictions may be accepted.
- Applicants will be requested to disclose whether they have had a substantiated Sexual Exploitation Abuse or Harassment claim of any nature made against them in Australia or overseas. This is included in the Job Application Form.

How to Apply

To apply, candidates should address the selection criteria in their application letter providing examples of past experiences and qualifications. There is no closing date, however we will be interviewing suitable candidates as they apply. Please forward your letter and resume - along with the names of three work-related referees to: HR@adra.org.au

If you have questions or need further information, please contact:

Gianina Badea, HR Coordinator for ADRA Australia Phone +61 2 9473 9525 or email HR@adra.org.au

ADRA Australia is an inclusive and Equal Employment Opportunity (EEO) employer.

The appointing body reserves the right to fill this position at its discretion.

(Job Description following)



Position Title:	Social Worker (SW)
Department:	National Programs
Reports To:	ADRA Community Centre Blacktown Manager
Team Supervision:	Social Work/Welfare students and volunteers

Full / Part Time:	Part Time – 14 hours week (one-year maximum term)
Revised Date:	May 2023

Purpose of Position: A basic statement that describes the intent of the position.

The role of the social worker is to provide social work services to clients and families that need them, supervise the delivery of case management services by social work students and volunteers and build and maintain networks to strengthen the delivery of the service. The social worker will also support the centre manager by strengthening teamwork and morale.

Behavioural Expectations: Our code of Conduct - How we do things in our organisation that underpins our values.

Consistent with ADRA Australia Code of Conduct and related policies, it is expected that the social worker will demonstrate, promote and maintain a safe work environment that values humanity, compassion and forgiveness, justice, independence and autonomy, confidentiality, punctuality, collaboration, credibility, creativity, integrity, sacredness of life, unity, peace and transparency.

Key Competencies: The competencies, qualifications, skills and experience the person needs to do the role successfully.

The SW will be a registered member of Australian Association of Social Workers (AASW) or similar agency, experienced in related field work, competent in case management, leadership, supervision, networking, collaboration, problem solving, communication, interpersonal relationships and time management.

ADRA Competencies: 1.2 Leading and Supervision, 2.1 Working with People, 2.2 Adhering to Principles and Values, 3.1 Relating & Networking, 6.1 Planning and Organising

Key Responsibilities: The things that the person needs to be responsible for to successfully fulfil the obligations of this position.

Area of Responsibility Groupings or areas of responsibility	Actions / Tasks / Objectives What has to get done in this area	Measures of Success / KPI's How job performance will be measured
CLINICAL SERVICE PROVISION	<ul style="list-style-type: none"> Maintain registration in AASW or equivalent and participate in Continuing Professional Development (CPD) as required by professional body. Provision and development of a case management framework and community development services in accordance with ADRA Australia's policies, procedures and relevant regulatory bodies. Provide case management services to centre's challenging, urgent and long-term clients. Network and strengthen relationships with external agencies and government bodies by enhancing communication, cooperation and referral for the benefit of clients. Provide direction, resources and support that will assist the centre's staff with case management service. 	<ul style="list-style-type: none"> Registration is available for inspection. Centre case management is available within a framework that aligns with appropriate policies and procedures. Maintain caseload of complex, or difficult clients. Participation in Interagency meetings at least three times a year. Local service directory, resources and referral pathways available for staff. Apply for at least three relevant grants annually. Random checks confirm records meet industry standards. Client surveys suggest newfound hope.

	<ul style="list-style-type: none"> • Ensure that all client records on the <i>Redicase</i> database to meet industry standards. • Provide, not just professional expertise but, loving care and hope to vulnerable clients. 	
CLINICAL SUPERVISION	<ul style="list-style-type: none"> • Develop/update Memorandums of Understanding (MOUs) with tertiary educational institutions to offer clinical placement opportunities for SW students in conjunction with the centre manager. • Assist management in recruiting SW students and volunteers • Oversee the delivery of case management services by students. • Provide training, support and supervision to SW students and volunteers to enable them to effectively manage their roles • Oversee and monitor intake, assessment and service provision for case management clients. • Manage the allocation or referral of case management clients in a timely manner. • Ensure that, on completion, all students complete an exit interview and provide a written evaluation of their clinical placement. 	<ul style="list-style-type: none"> • MOUs developed with universities and/or TAFE NSW • Centre is supplied with sufficient case workers • Students are present and undergoing internship at centres • Provide regular training and/or case conferences for SW students and volunteers... • Knowledge of current SW clients and services • Clients are managed and allocated case workers or referred appropriately and in a timely manner • Student feedback surveys are completed on all students • Generate a Redicase/Relevant Waitlist to recommend new programs
LEADERSHIP & TEAMWORK	<ul style="list-style-type: none"> • Willingly contribute to centre teamwork, operations and morale. • Contribute to an environment where ADRA staff, students and volunteers feel empowered, supported and valued. • Offer SW training and support to non-SW staff when appropriate. 	<ul style="list-style-type: none"> • 360 degree performance review confirms teamwork. • Staff and student surveys indicate high level of support. • Staff training is available on request.
Other	<ul style="list-style-type: none"> • Support non-SW functions of the Centre on a needs basis e.g. food service or reception. • Participate in fundraising activities to ensure the ongoing financial viability of the centre. • Participate in the planning and execution of an annual strategic planning retreat/meeting for Volunteers, selection of Volunteer of the Year and staff appreciation annual event. • Other job responsibilities may be assigned by the Centre Manager 	<ul style="list-style-type: none"> • Staff appraisal identifies a willingness to assist with incidental tasks • Participate in fundraising church engagements and related activities. • Volunteer & Staff Feedback and Annual Report suggest improved morale and overall functionality

Print Employee Name:	<input type="text"/>	Employee Signature:	<input type="text"/>	Date: / /
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Employment Application Form

Adventist Development and Relief Agency Australia Limited



ABN 85 109 435 618

Title:		First Name:		Last Name:	
Current Address: <i>(Street, State, Post Code, Country)</i>					
Phone No.	Home:		Mobile:	Work	
Email:			Gender		
Position applying for:					
GENERAL					Type in "Yes" or "No" or an appropriate comment
1. Are you ALREADY legally entitled to live and work in Australia?					
If the response to Question 1 is No, we are unable to consider your application and there is no need to proceed any further.					
2. What prompted you to apply for this role? Why would you like to work for ADRA?					
3. Do you have any illnesses or injuries which may affect your ability to perform the essential requirements of the job for which you have applied? If yes, please provide details below:					
SAFEGUARDING					
4. ADRA Australia's strict safeguarding policies aim to help protect children, young people and vulnerable adults. In line with these policies are you willing to undergo a police check, a working with children check and be screened through Adsafes*?					
5. Do you have any convictions or charges related to child abuse? If yes, please provide details below:					
6. ADRA Australia has a zero tolerance to Sexual Exploitation and Harassment. Do you have any convictions or charges related to sexual abuse or harassment of any nature made against you in Australia or overseas? If you have responded "Yes", please provide details below:					
ADRA AS PART OF THE SEVENTH-DAY ADVENTIST CHURCH					
7. Have you ever worked for ADRA or any other entity of the Seventh-day Adventist Church in Australia or overseas under your current name or another name? If yes, please provide details of your last position below:					
8. Do you have any relatives currently employed by the Seventh-day Adventist Church? (We need to check any conflicts of interest.) If the answer is Yes, please list their names and places of employment below.					
Name			Place of Work		

9. Are you a practising Seventh-day Adventist? (If you are not an SDA, this does <u>not</u> exclude you from applying for the position.)	
Being employed by ADRA Australia, which is part of the Seventh-day Adventist Church, involves understanding, representing and being committed to the Church's mission and lifestyle in your professional life. (<i>Our code of conduct policy is available on request.</i>) Please respond to the following two questions.	
10. Do you understand the Church's lifestyle values? (These include abstinence from tobacco, alcohol, recreational drug use, immoral, illegal conduct, etc.)	
11. If you are employed by ADRA Australia, are you happy to reflect its purpose and values in your work and adhere to its lifestyle values in your professional life?	

I understand, agree and declare that:

1. If required by ADRA I will undertake a pre-employment medical screening by an ADRA designated practitioner who shall pass completed details of the examination to ADRA. (Refer Point 3)
2. If required by ADRA, I will produce documentary evidence relevant to this application e.g. identification, work visa, evidence of my qualifications, etc.
3. Any statement made by me in this document which is found to be deliberately misleading shall render me, if employed, liable to dismissal.
4. The Terms and Conditions of my employment shall be in accordance with:
 - (a) Any applicable State or Federal Laws.
 - (b) The appropriate Industrial Award and/or church policy.

Signature	Date

**Adsafe has been established as a service and resource to assist local Churches and Denominational Entities to protect children and vulnerable adults, to comply with applicable legislation and to develop denominational policy.*