**Mission**

CatholicCare works on behalf of the Catholic community in the Archdiocese of Hobart, serving the vulnerable and disadvantaged regardless of circumstance and background. Our mission is to serve a distinctive culture of care for a thriving community. We pursue our vision by:

- empowering individuals and upholding their dignity
- enabling family life as the foundation of a healthy society
- encouraging hope-filled inclusive communities

**Our Values**

**Respect**

We respect the dignity and worth of every person irrespective of background and circumstances, from the moment of conception to life’s natural end. We embrace difference and empower every person to shape his or her destiny.

**Hope**

We see strength in every person and believe that everyone can grow and build a positive future.

**Commitment**

We build relationships with those whom we serve and stand by them through the good times and bad. We dedicate ourselves to enhancing their rights and interests.

**Integrity and Accountability**

We maintain the highest ethical standards and act with integrity in all we do. We are accountable to the Tasmanian communities we service, to those who provide our funding, and to each other, we take responsibility for continually learning and improving.

**Excellence**

We learn from and act on, proven evidence. We maintain the highest standards, and initiate and pursue innovative and best practice approaches to managing change in people’s lives.

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**Position Description**

for

**Build Up Tassie Project Officer**

Social Impact Program

CatholicCare Tasmania

<table>
<thead>
<tr>
<th>Programme:</th>
<th>Build Up Tassie</th>
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<tbody>
<tr>
<td>Location:</td>
<td>Bridgewater</td>
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<tr>
<td>Reports To:</td>
<td>Social Impact Program Director</td>
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<tr>
<td>Approved by:</td>
<td>Executive Director, CatholicCare Tasmania</td>
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<td>Version:</td>
<td>July 2017</td>
</tr>
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<td>Award:</td>
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<td>Classification:</td>
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<td>Full Time Equivalent:</td>
<td>0.8 FTE, 12 month appointment</td>
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Social Justice
We strive for fairness, equity and opportunity for all. We take time to care. We speak up for and give voice to, those who are vulnerable, protect the poor and the oppressed, and promote peace and human rights for everyone in our society.

Primary Objectives:

To facilitate the Build Up Tassie project by providing case co-ordination to young people who are recruited and matched to specific employment and training opportunities in the building and construction industry. The role will need to ensure that appropriate supports including mentoring, incentives and resources are in place for both the young people and the employers.

Organisational Environment:

The Build Up Tassie project is part of the Social Impact Program through Centacare Evolve Housing. The project aims to identify and nurture young people in the local areas of Brighton, Glenorchy and Derwent Valley and link them to a range of potential work experience, training and employment opportunities. The CEH/CatholicCare portfolio of properties and builds with Wilson Homes and their sub-contractors will be the work environment used to deliver the model. The Project Officer will report to the Social Impact Program Director and work closely with the Community Development Officer, Asset Manager and team at CEH as well as external stakeholders from local schools and colleges, the community, construction industry and employment industry.

Build Up Tassie is a key project of the Social Impact Program which is a collaborative initiative of the Archdiocese and CatholicCare Tasmania working on place-based community development in Hobart’s Northern suburbs. The Social Impact Program has the vision to co-contribute to the growth of vibrant and hopeful communities that value the dignity and worth of each person. Social Impact Program works in partnership with diverse groups to strengthen and co-create individual and community wellbeing.

Major Accountabilities:

Interpersonal and communication style:
- Demonstrated high level of self-awareness, self-regulation, motivation, empathy, and social skills
- Create a harmonious and productive working environment by setting and adhering to high personal integrity and performance standards at all times
- Ability to develop and maintain respectful and effective professional working relationships within the workplace
- Engage and develop positive and cooperative relationships with all stakeholders, including local residents, young people, schools and potential employers
- Treat all clients with respect, dignity and equality, whilst being responsive to their needs
- Maintain confidentiality on all issues relating to clients, colleagues and the organisation
- Communicate information effectively and appropriately to a wider audience in both written and verbal format and across a variety of print and social media platforms within specific timeframes
- Ensure that the Social Impact Program Director is fully briefed on all matters relating to the well-being and safety of all people accessing Build Up Tassie.

Professional/technical elements:

- Demonstrate a sound understanding of case management processes with the ability to monitor, review and assess a case load of job-seekers and employers in the Build Up Tassie project and to maintain clear and concise files
• Demonstrated knowledge of the employment and education industries including government employment and training agencies and services, VET, apprenticeship programs.
• Capacity to engage school students and young unemployed into the Build Up Tassie project and to provide ongoing mentoring
• Capacity to source employment and training opportunities with employers, in particular in the building and construction industry
• Demonstrate a sound knowledge of service responses and interventions that can provide positive outcomes for all people, in particular unemployed/underemployed young people
• Demonstrate the ability to set project KPI’s and create an annual work plan which are adhered to, in consultation with the SIP Director
• Sound research, problem solving and analytical skills
• Demonstrate competency in the use of current business technologies such as Microsoft Office applications, mobile phones and client/service databases

Financial and organisational activities and reporting:
• Support the achievement of strategic and operational plans for Build Up Tassie including exploration of funding options for Build UP Tassie
• Compile both formal and informal reports as requested by the Social Impact Program Director

Teamwork activities:
• Form and manage a Build Up Tassie working party of key internal and external stakeholders to drive the outcomes of the project
• Actively participate in team meetings, staff general conferences, annual performance appraisals and professional development opportunities
• Actively engage and participate in both line management and clinical supervision

Compliance requirements and quality control activities:
• Ensure the accurate and timely entry of data and submission of reports
• Actively engage in all organisational Continuous Quality Improvement and Quality Assurance processes including any internal or external audit requirements
• Demonstrate an understanding and knowledge of all external legislation and internal policies that relate to the position and CatholicCare Tasmania, ensuring that all services meet legislative requirements and standards
• Take all reasonable and practical steps to ensure all work areas and practices are consistent with Workplace Health and Safety Standards and legislation

Personal accountability level
• This role reports directly to the Social Impact Program Director
• The role will work with a relative degree of autonomy and responsibility, ensuring the effective delivery of the Build Up Tassie Project

Workplace Health & Safety:
Maintain a safe working environment by:
• Adhering to workplace health and safety policy, procedures and guidelines
• Working in a responsible manner to ensure the safety of oneself, other staff, clients and visitors to the service

Key Communications Linkages:
This position will regularly communicate with the following people and teams:
Internal:
• SIP Director
• CEH Manager
• CEH Community Development Officer

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• CEH Tenancy Team
• CatholicCare Asset and Development Manager
• CatholicCare Tasmania General Manager Family and Community Services
• Relevant CEH and CatholicCare Tasmania teams

External:
• Local residents in SIP areas, in particular young people
• Education and Skills Training Sector
• Construction industry stakeholders in particular Wilson Homes and sub-contractors
• Local government in SIP areas
• State and federal education and training programs
• Job Service providers
• yourtown
• Beacon
• Local Schools, Colleges and Tertiary Training institutions

**Position Impact:**
Number of direct reports: Nil

**Pre-requisites:**
• Required to provide a satisfactory Schedule 1 National Police Check
• Required to undertake Safeguarding Children training
• Required to have a Working with Vulnerable Person Card
• Required to provide evidence of a current unrestricted driver’s licence
• May be required to work outside normal working hours from time to time
• Ability to undertake the role in accordance with CatholicCare’s Mission, Vision and Values
• Adherence to the Social Impact Program vision

**Selection Criteria**

**Essential requirements**

1. Successful experience working in a role that demands high level emotional intelligence and interpersonal skills
2. Demonstrated experience in case-coordination and mentoring, preferably of young people with complex social and emotional needs
3. Demonstrated understanding and working knowledge of the needs of young people seeking employment and training, including current knowledge of local, state and federal programs, services and incentives
4. Demonstrated experience exercising considerable initiative, agility, discretion and professional judgement and willingness to accept personal responsibility within the full scope of the role
5. Experience in being responsible for a moderately complex project, including planning, co-ordination, implementation and evaluation
6. Tertiary qualifications or industry qualifications in Social Work, Specific Trade, Education or other relevant profession