

Position Description

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| Position Title: | Caseworker (The Arrupe Project) |
| Location: | Westmead (with some travel to the head office in Elizabeth Bay and other locations around Western Sydney) |
| Reports to: | Casework Manager |
| Award: | SCHCADS Level 4.1 |
| Conditions: | Part time position, 0.8 F.T.E. <u>For 12 months, with the possibility for renewal, subject to funding.</u> |

ORGANISATIONAL BACKGROUND

Jesuit Refugee Service (JRS) is an international Catholic organisation with a mission to accompany, serve and advocate for the rights of refugees and forcibly displaced people. JRS works in situations of greatest need, where people are most vulnerable, where there are gaps in services and where partnerships can be formed to better serve people seeking safety.

In Australia, JRS works to uphold the rights of people who are in the process of seeking asylum and aims to support people to empower themselves, to live meaningful and dignified lives while feeling welcomed and connected to a more fair and just community.

As an independent, not-for-profit, non-government organisation JRS Australia undertakes the following activities:

- Supports and accompanies community-based people seeking asylum and refugees through a holistic programme of casework, financial assistance, community activities, food bank, English classes, an employment program, a women's program, workshops and drop-in programs provided through Arrupe Place and JRS's Community Centre in Parramatta.
- Supports and accompanies people seeking asylum and refugees through the Arrupe Project, which includes temporary accommodation provided through the Blaiket Shelter.

- Supports and accompanies people seeking asylum who are held at detention facilities across Australia or who have been in detention in the past.
- Raises awareness with young people and others in the community through schools, community centres and other stakeholders about forced displacement, social justice, human rights, the situation of people seeking asylum in Australia, the barriers that they face, and ways to get involved.
- Undertakes research and advocacy with and on behalf of people seeking asylum and refugees in Australia in order to advise government and nongovernment organisations (NGOs) on policy and program responses.
- Supports JRS projects and activities overseas, for example, through international advocacy and campaigns.

POSITION OVERVIEW

JRS Australia requires an experienced professional caseworker with a passion for and a commitment to ensuring the rights of people seeking asylum and other forcibly displaced people.

The JRS Arrupe Project Caseworker position is responsible for providing accompaniment, casework services, and advocacy support to people in the process of seeking asylum in Australia.

KEY TASKS AND RESPONSIBILITIES

Casework and Emergency Relief

- Provides casework intake, assessment, one-to-one case management, advocacy and referral support for individuals and families.
- Maintains accurate electronic and paper records, including case notes and records of financial and material assistance provided.
- Assists in the distribution of financial and emergency relief support.
- Assists in the distribution of food and material aid.
- Conducts intake and assessment interviews in relation to the placement of people seeking asylum in temporary accommodation at the Blaiket Shelter.

Volunteers and Community Centre Activities

- Assists the Volunteer Coordinator – Arrupe Place in organising appointments for the Home Visiting and Accompaniment Programs.
- Assists with the day-to-day running of drop-in activities at Arrupe Place.
- Assists with community development projects and other support services at Arrupe Place as needed.

Networking and Advocacy

- Establishes productive working relationships and liaises with other service providers and other stakeholders in the sector.

- Advocates for the rights and support needs of people seeking asylum and other forcibly displaced people through the appropriate channels.
- Undertakes other relevant activities as required by the Casework manager.

Philosophy, Mission and Values

- Understand and demonstrate the Mission and Values of JRS on a day-to-day basis; respect, hope, dignity, solidarity, hospitality, justice and participation.
- Adhere to the policies and procedures of JRS.
- Adhere to the JRS and the Australian Jesuit Province Code of Conduct.
- Work closely with the relevant people in all of the Jesuit ministries to ensure that Ignatian spirituality is fostered.
- Behave in a culturally and linguistically sensitive manner that respects everyone regardless of their background, gender, sexuality, ethnicity, migration status, ability or any other ground.
- Provide and promote an environment of mutual respect, dignity and fairness – free from discrimination, harassment, victimisation, bullying and violence – to ensure that acceptable standards of conduct are maintained at all times and take appropriate action if unacceptable conduct is observed.

Occupational Health and Safety

- Comply with the requirements of relevant Work, Health and Safety (or Occupational, Health and Safety) Acts and related procedures developed by JRS.
- Work in a manner that considers duty of care for self and others and be safety conscious at all times.
- Report inappropriate behaviours which endanger self or others including bullying and other harassing behaviours / incidents.

Quality Assurance and Continuous Improvement

- Attend relevant meetings, workshops, conferences and training, as required.
- Become familiar with, and follow JRS and the Jesuit Province's quality and standard policies, procedures and management instructions.
- Be open to new ways of doing things that enhance working in an environment that is inclusive and that subscribes to the Ignatian way.
- Strive for continuous improvement in the quality system and work practices by being alert to opportunities for improvement.
- Maintain confidentiality in relation to clients, staff and volunteer issues and all JRS' programs.

SELECTION CRITERIA

Essential Requirements:

- Tertiary qualifications in social work, psychology, welfare or another relevant discipline, or equivalent experience.
- Extensive casework experience, including conducting assessments, providing information and referrals, and managing complex cases.
- Demonstrated understanding of the issues faced by people seeking asylum and refugees living in Australia.
- Capacity to manage competing deadlines, prioritise workload appropriately and work in flexible manner.
- Sound oral, written, interpersonal and cross-cultural communication skills.
- Ability to work effectively as part of a team.
- Competent in using MS Office and online database/reporting systems.
- Commitment to working within current EEO, WH&S, and child protection legislation.

Desirable:

- Direct experience working with people seeking asylum or refugees.
- Proficiency in a relevant community language.
- People with lived refugee experience are highly encouraged to apply.

Application Process:

If you would like further information about the **Caseworker (The Arrupe Project)** position, please contact: Maeve Brown, Manager, The Arrupe Project, 9098 9336.

To apply, please address the selection criteria and send your response, along with your resume and a cover letter to: jobs@jrs.org.au by **5pm on Thursday, 27th September**.

Thank you for your interest in working with Jesuit Refugee Service Australia.