



OLDER PERSONS' HOUSING INFORMATION AND SUPPORT SERVICE



**Preventing Homelessness in Older Culturally and Linguistically Diverse (CALD) Communities Project 2015**

# Position Description

## Casual Bilingual Educator

Housing for the Aged Action Group (HAAG) is the statewide organisation for older renters in Victoria. HAAG's philosophy is that older people should have access to safe, secure and affordable housing. We also advocate that, based on their wealth of life experiences, older tenants have a right to be involved in the development of ideas, plans and decisions about their housing. To this aim we are a tenant based group.

Home at Last, a service of HAAG, provides information, advice and referrals on housing options for older people who need to find secure and affordable accommodation.

**What is this project about?**

This 12 month project is a joint initiative of Housing for Aged Action Group (HAAG) and the Ethnic Communities' Council of Victoria (ECCV), the peak body for ethnic and multicultural organisations. It is funded by the Lord Mayor's Charitable Foundation. The key aim of the project is to prevent homelessness amongst older people from a culturally and linguistically diverse background. It has a focus on targeting older CALD communities that have high proportions of renters. Four language groups have been identified as having high proportions of older renters and being at risk of homelessness.

**Position Specification**

<p><b>Role Title:</b> Bilingual Educator</p> <p><b>Term:</b> For 7 months (June or July until December 2015)</p> <p><b>Reports to:</b> Project Coordinator- Preventing Homelessness in Older CALD communities</p>	<p><b>Classification:</b> Contract. <b>Casual</b></p> <p>Based on the Social, Community, Home Care and Disability Services Industry (SCHCADS) Award 2010</p> <p>Welfare Worker Year 3, Level 3.3</p> <p>\$30.58 per hour, plus 9.5% Superannuation employer contribution on salary payments which are in excess of \$450 (before tax) or more in a month.</p> <p><b>Work is casual and may involve between 5 and 10 sessions in total. Each session will require 3 hours of work. In addition each worker will participate in 2 days of paid training.</b></p>
<p><b>About the Project</b></p> <p>The 'Preventing Homelessness in Older CALD Communities' project is externally funded and the position will work as part of a team of Bilingual Educators.</p> <p>The community languages sought for this project are:</p> <ul style="list-style-type: none"> <li>• Chinese (Mandarin and Cantonese)</li> <li>• Arabic Speaking</li> <li>• South Asian (Punjabi, Hindi, Urdu)</li> </ul>	



- Serbian
- Croatian
- Bosnian

### **Responsibilities**

- Deliver peer education sessions to participating ethnic communities in a culturally appropriate manner
- Utilise and disseminate appropriate resources including information sheets, evaluation sheets etc.
- Raise awareness and understanding of housing options and services using the customised Peer Education resource which has core messages and minimum information that the project aims to communicate to participants

### **Key skills**

- Ability to speak, read and write fluently in at least one of the targeted community languages (see list) and have an understanding of their culture and community (please note that applicants will be required to successfully complete a verbal competency test as part of the interview process)
- Have a good understanding of English (for training and administrative purposes)
- Previous experience working as a bilingual educator/worker will be highly valued
- Demonstrated excellent communication skills
- Ability to work independently while also being part of a team
- Availability to work negotiated and varied hours over the duration of the project. Working days are expected to vary and require flexibility from the successful candidates.
- Must be able to attend and undertake 2 day training for the role which will be paid and at no cost to you
- Ability to translate written comments on feedback forms following community education sessions for the purpose of evaluation.

### **Conditions**

This project is funded until December 2015 and the positions are subject to satisfactory performance. Failure to meet expectations may result in a termination of the contract of service.

Full drivers licence and access to a roadworthy vehicle for which reimbursement of travel on a per kilometre basis is desirable.

HAAG is an Equal Opportunity employer

### **Application process**

Please send a cover letter and your CV to:

Gemma White, Project Coordinator  
 Housing for the Aged Action Group  
 Level 1, Ross House  
 247 Flinders Lane, Melbourne 3000  
[gemma.white@oldertenants.org.au](mailto:gemma.white@oldertenants.org.au)

For a discussion contact:

Gemma White  
 Project Coordinator - Monday, Tuesday, Thursday and Friday: 03 9654 7389  
 Wednesday: 03 9349 4122

**Applications for these positions will close at 5.00pm on Friday 6<sup>th</sup> March 2015**