

<p>Project Community Services Advisor - Pathways to Community Services (HSA) Position Description September 2025</p>

Title:	Project Community Services Advisor - Pathways to Community Services (HSA)
Classification:	Team Leader/Project Officer Level B (According to Award)
Salary:	<p>\$83,021.92 pro rata plus superannuation of 12% per annum for a full time position (According to Djerriwarrh's internal scale).</p> <p>\$52.38 per hour plus superannuation of 12% per annum for a casual position (According to Djerriwarrh's internal scale).</p> <p>Staff also have the ability to access "tax free" benefits of \$30,000 grossed-up per annum. Djerriwarrh receives concessional fringe benefit tax treatment due to its current Public Benevolent Institution (PBI) status, and can therefore pass on these benefits to staff according to current tax legislation. This benefit is only available to staff while Djerriwarrh retains its PBI status.</p>
Status:	Part time or casual (0.4) fixed term, October 2025 to April 2026
Award:	Labour Market Assistance Industry Award 2020

ORGANISATIONAL CONTEXT

Djerriwarrh Community & Education Services (Djerriwarrh) is a highly regarded not for profit charitable organisation which has been delivering high quality education, training, employment and youth programs in the western suburbs of Melbourne since 1989. Djerriwarrh's Mission Statement is 'empowering individuals and local communities to learn, connect and grow'. Djerriwarrh works in partnership with the community, other community-based organisations, participants/clients and local, state and federal governments.

Education and training services including:

- Adult Community & Further Education (Learn Local provider)
- Vocational Education and Training (VET)
- Government (State and Federal) contracted training (Skills First)
- Skills for Education and Employment (SEE) and the Adult Migrant English Program (AMEP) trading as Learning for Employment
- Literacy and Numeracy services
- Djerriwarrh Community College
- Djerriwarrh Neighbourhood House
- Melton Suburban University Study Hub

Youth services including:

- School Focused Youth Services
- TAC L2P Learner Driver Program
- Better Futures
- Reconnect
- Homework Club

Employment services including:

- Parent Pathways

DJERRIWARRH'S VALUES

Caring – we provide a safe and welcoming environment for all.

Respectful – we treat all people fairly and equally.

Inclusive – we are welcoming and put people first.

Adaptable – we respond to individual and community needs in a creative and flexible way.

Accountable – we take responsibility for our decisions and follow through on our commitments.

Djerriwarrh is committed to quality, innovation and promoting a culture of continuous improvement in its governance, management and service delivery.

Djerriwarrh is committed to child safety and all staff, volunteers and board members have a responsibility to prevent child abuse and respond appropriately to allegations.

All Djerriwarrh employees have a shared responsibility to identify and manage risks particularly those associated with children and young people attending the workplace.

Djerriwarrh is committed to providing a safe and inclusive environment for all children and young people from all cultures including from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds, gender and sexually diverse people and people with a disability.

DJERRIWARRH'S QUALITY MANAGEMENT SYSTEM (QMS)

All staff contribute to Djerriwarrh's Quality Management System (QMS), which is aligned with ISO 9001:2015 and supports the delivery of high-quality services across all programs. Each employee is responsible for understanding and fulfilling their role in maintaining and improving quality standards, complying with relevant policies and procedures, and actively participating in continuous improvement initiatives. This shared responsibility ensures that the QMS remains effective, responsive, and aligned with the organisation's strategic goals.

POSITION OBJECTIVES

Djerriwarrh has received funding from the Department of Employment and Workplace Relations (DEWR) for a resource development project. This is a project of two parts:

- Development of a non-accredited LLND course for students who wish to pathway into Cert II in Community Services (HSA) and
- Development of training resources designed to support the course.

At this stage, the project does not include the delivery of the course.

The course is being developed in response to student needs at Djerriwarrh. Many students who wish to enrol in Certificate II in Community Services (HSA) do not demonstrate consolidated foundation skills at ACSF2 or above and require LLND skill development to successfully participate in accredited training. This course design and resources will support students to develop skills essential for study and work in the health services sector.

The non-accredited training course aims to:

- develop essential LLND and employability skills for study or work in health services
- build student understanding of the industry, potential job opportunities and pathways
- grow student awareness, self-belief and confidence.

The course and resources will be designed to provide students with the opportunity to:

- participate in a range of individual and group-based reading, writing, numeracy, oral communication and employability skills-based activities
- engage with authentic workplace texts
- participate in simulated workplace observation
- listen to and interact with guest speakers from the health sector.

The project will be coordinated by a Project Coordinator/Course Developer. Course and resource design and development will be supported by two project advisors: a Community Services (HSA) VET trainer and an LLND teacher.

The HSA advisor will be engaged in the both the course and resource development stages of the project.

PROGRAM SPECIFIC DUTIES & RESPONSIBILITIES

- Work as part of a team to:
 - ▶ Conduct focus groups with SEE and HSA students and a working group including SMEs
 - ▶ Identify skill gaps at pre-assessment and learner aspirations/barriers/needs through the application process
 - ▶ Review and adapt existing similar courses
 - ▶ Identify essential modules/skill areas required to prepare for the Certificate II
 - ▶ Review and adapt existing teaching and learning resources
 - ▶ Design, refine and validate teaching and learning resources through testing of resources with existing students
 - ▶ Access and adapt current and authentic workplace texts, tasks and scenarios
 - ▶ Participate in regular team meetings
- Provide information for the production of interim and end-of project reports.
- Perform other duties as requested by the direct line supervisor.

CONDITIONS OF EMPLOYMENT

The Project Community Services Advisor – Pathways to Community Services (HSA) is a part time or casual position.

Remuneration falls under the Labour Market Assistance Industry Award. Salary is \$83,021.92 pro rata for a part time position or \$52.38 per hour for a casual position plus superannuation.

This position may access “tax free” benefits of \$30,000 grossed-up per annum. Djerriwarrh receives concessional fringe benefit tax treatment due to its current Public Benevolent Institution (PBI) status, and can therefore pass on these benefits to staff according to current tax legislation. This benefit is only available to staff while Djerriwarrh retains the PBI status.

The starting salary is dependent on relevant qualifications and experience. A probation period of 6 months applies to this position.

Confirmation of employment

Confirmation of employment with Djerriwarrh is subject to the provision of:

- Satisfactory outcome of Nationally Coordinated Criminal History Check (NCCHC) and Working with Children Check. A Working with Children Check is the responsibility of the employee.
- A valid Australian visa with work rights (if applicable).

Workplace Health and Safety (WHS)

All employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety.

All employees are responsible for their own safety and that of fellow employees. All employees must:

- Report unsafe or unhealthy work practices to WHS representatives, coordinators and/or managers.

- Comply with WHS policies and procedures and to follow directions given by coordinators, managers or any WHS and Emergency Response Team representatives in relation to safe work practices.
- Comply with all current government and health expert advice, and requirements.

Site flexibility

Staff may be required to work at any of the Djerriwarrh sites including outreach sites. Djerriwarrh's head office is based in Melton with other sites in Sunshine and Ballarat.

Drivers licence

A current driver's licence is desirable.

Pre-existing injury

The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be adversely affected by employment in this position. This will assist Djerriwarrh in providing a safe work environment for new staff.

KEY SELECTION CRITERIA

Mandatory:

- KSC 1: Experience in the design and development of Community Services (HSA) training resources, or similar.
- KSC 2: Experience in project teams.
- KSC 3: High level computer literacy.
- KSC 4: High level verbal and written communication skills including the ability to effectively communicate with people from diverse backgrounds, employers from the health services sector and other stakeholders involved in the project.
- KSC 5: Well-developed organisational and time-management skills.

Desirable:

- KSC 6: Experience in the design and development of Community Services (HAS) courses, or similar.

QUALIFICATIONS/SPECIAL REQUIREMENTS

Required:

Minimum training and assessment credentials as specified in Item 2 or Item 3 of Schedule 1 of declaration the Standards for RTOs 2015.

Desirable:

TAE50122 – Diploma of Vocational Education and Training with a specialisation in design and development

or

an equivalent adult LLND qualification with relevant specialisation in design and development

or

demonstrated extensive experience in design and development of adult LLND courses

REPORTS TO

Project Coordinator/Course Developer – Pathways to Community Services (HSA)

SUPERVISES

N/A

IMPORTANT NOTES:

- Djerriwarrh actively encourages applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds, gender and sexually diverse people and people with a disability.
- Services comply with the provision of relevant Commonwealth, State or local government legislation, which has direct or indirect implications for the service.
- Services are conducted free from any sexual harassment and any unlawful discrimination which contravenes the:
 - *Racial Discrimination Act 1975*
 - *Sex Discrimination Act 1984*
 - *Disability Discrimination Act 1992*
 - *Disability Act 2006*
 - *Equal Opportunity Act 2010*
 - *Charter of Human Rights and Responsibilities Act 2006*
- Services are conducted in compliance with relevant sections of the:
 - *Privacy Act 1988*
 - *Freedom of Information Act 1982*
- Djerriwarrh is a child safe organisation and complies with:
 - *Child Wellbeing and Safety Act 2005*
 - *Worker Screening Act 2020*
- Djerriwarrh acknowledges and respects the privacy of individuals and handles personal information in compliance with Information Privacy Principles (Victoria) and the National Privacy Principles. Your personal information will be destroyed when no longer required.
- Djerriwarrh has in place an information security management system. All staff are required to comply with the relevant policies and procedures to protect the integrity and security of any information created or collected for the purposes of delivering our services and programs.

Declaration

My position description has been explained in detail and I understand and accept the accountabilities and authority as outlined.

Employee	Name:	Signature:	___/___/___
Manager	Name:	Signature:	___/___/___