

1. Position Identification

Title:	Financial Wellbeing Capability Worker
Location:	Indigo Junction Karnany Resource Centre
Level:	Social, Community, Home Care and Disability Services Industry Award 2010 – Social and Community Services Employee - Level 3
Hours of Work	Monday to Friday
Date effective:	6 th July 2020

2. Reporting Relationships

Responsible To (immediate Supervisor)	Manager Karnany Resource Centre
Number of Staff Positions (directly supervised)	Nil
Number of Staff Positions (indirectly supervised)	Nil

3. Organisational Values

All employees are expected to work to the vision, mission and values of Indigo Junction.

WE BELIEVE...

Everyone has the right to a safe place to live and grow.

WE WILL...

Indigo Junction will:

- Offer safe, secure and affordable housing
- Promote independence, education and personal development
- Build capacity for social and economic participation
- Support our client's development towards self sufficiency
- Use our voice to advocate for social change

OUR SERVICE IS...

Dedicated Respectful Innovative Informed Collaborative

4. The key objectives of this position are:

- To assist individuals and families improve their wellbeing by increasing their financial literacy and money management skills.
- To support the participation of community members experiencing financial crisis to participate in workshops and money management education sessions.
- Maintain quality systems and procedures as specified in the Money Hub Program Manual.
- Liaise with stakeholders and networks necessary to ensure client outcomes are optimised in accordance with Service Agreements.
- To assist with the implementation and reporting on quality data collection and evaluation tools.

5. The key duties and responsibilities of this position are:

Organisational

- Operate in accordance with the Indigo Junction Policies and Procedures Manual, including Occupational Health and Safety.
- Operate within the Indigo Junction Staff Code of Conduct.
- Operate in accordance with Service Agreements.
- Coordinate referrals from designated agencies and liaise with Manager regarding referrals.
- In conjunction with the Manager provide orientation and training to new staff.
- Maintain data collection for Indigo Junction contract requirements.

Client Services

- Under the direction of the Manager, assist with the implementation of Indigo Junction procedures in relation to the effective and efficient delivery of the Financial Wellbeing and Capability Program.
- Work within the Indigo Junctions Trauma Informed Case Management Framework
- Ensure clients and potential clients are aware of, and encouraged to use the services available.
- Support clients through a referral process to other services including financial counselling services to assist with complex money management issues
- Promote and encourage participation in the workshops
- Deliver workshops focused on building financial resilience on a one to one basis or to small groups.
- Develop plans and budgets with clients and provide coaching to support the client in achieving their goals.
- Tailor services and provide ongoing support to meet client needs.
- Other duties as directed by senior staff.

Community Liaison

- Maintain networks within the local community for improved information/referral services.
- Assist in the development of programs and collaborative community service relationships that meet consumer needs.
- Attend networking meetings with senior staff related to the position.

6. Selection Criteria -

The skills, experience, qualifications and attributes needed to do this job

<i>a) Qualifications and/or training and/or licences</i>	<i>Essential</i>	<i>Desirable</i>
A tertiary qualification in a relevant human services area and at least 3 years appropriate experience; or demonstrated equivalent.	✓	
Successful completion of financial literacy units CHCFLE301A, CHCFLE302A, CHCFLE303A	✓	
<i>b) Experience and knowledge</i>		
Experience and demonstrated competence in working with people with multiple needs and issues.	✓	
A commitment to the notion of empowerment and self-determination.	✓	
Small Group training and facilitation skills		✓
Understanding of financial literacy and money management including budgeting, savings, planning, loans etc.	✓	
Understanding of professional boundaries in relation to client work.	✓	
Experience in responding to alcohol and drug problems.		✓
Experience in providing advocacy and referral for clients.	✓	
Knowledge of community and government resources.	✓	
Cultural competency and experience working with young people from diverse backgrounds.	✓	
<i>c) Skills and attributes</i>		
High level of interpersonal skills.	✓	
High level communication skills, both written and oral.	✓	
High level negotiation and advocacy skills.	✓	
High level self-management, time management and organisational skills.	✓	
Sounds records management skills relating to organisational and client records.	✓	
<i>d) Training and/or licences and/or clearances</i>		
Current 'C' class driver's licence.	✓	
Current National Police Clearance.	✓	
Working with Children Clearance.	✓	
First Aid Certificate (or willingness to obtain one).		✓

7. Certification

As the occupant of the position I have noted the statement of duties and responsibilities as detailed in this document.

Signature: _____
Financial Wellbeing Capability Worker

Date: _____

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position. This position description is indicative at this point in time.

Signature: _____
Chief Executive Officer

Date: _____

