



## **Glen Waverley Uniting Church**

### **Position Description - Welfare Coordinator**

#### **Congregation Setting**

Glen Waverley Uniting Church (GWUC) is located in the south-eastern suburbs of Melbourne and has a membership of approximately 500.

GWUC is a faithful, Christ-centred community that meets God and aims to share that unconditional love. We are committed to having a diverse ministry that encourages and empowers individuals to explore their faith and purpose in a community environment of unconditional love. We offer a variety of worship services, communion, faith development, baptisms, weddings, funerals, small groups, faith exploration groups, bible studies, welfare, broadcasts, podcasts, gatherings, hospitality, English conversation classes, pastoral care, coffee and so many other seasonal programs and ministries, for all ages and cultures. In all we do, we aim to serve our community, our world and each other.

#### **Accountabilities**

The appointee is accountable to the Church Council for all functions and responsibilities. On a day to day basis, direction may be provided by the Minister of the Word.

The person will report to Church Council on a quarterly basis as part of our Community Hub Missional Group.

#### **Qualifications/Experience**

- Certificate IV in Community Services qualifications and/or Social Worker Degree and eligible for registration with Australian Association of Social Workers (AASW);
- Relevant clinical experience and hands on role in welfare, dealing with complex service requirements;
- Experience in Welfare, Volunteer or Crisis support, working with service users with complex needs including those who have experienced trauma.

#### **Professional Requirements**

- Relevant experience in crisis intervention and ongoing counselling;
- Active listening skills and person-centred general counselling skills;
- Proficiency in relevant assessments, interventions and recording;
- Appropriate knowledge of community resources and services;
- Preparedness to refer clients on to appropriate community agencies;
- Commitment to ongoing professional development and learning;
- Commitment to continuous quality improvement;
- Utilises knowledge and experience of Welfare Committee members.

### **Professional Practice/Clinical Proficiency**

- Demonstrates a sensitivity to the needs of welfare clients;
- Timely assessments;
- Regularly maintains records of interventions including any financial assistance provided;
- Liaises regularly with members of the GWUC Welfare Committee meeting informally and formally as required;
- Practice is underpinned by GWUC Welfare Policy and Procedures;
- Actively overviews and supports our small team of Volunteers even though they may operate independently on a day to day basis;
- Facilitates a team approach, utilising the expertise of the Welfare Committee, Ministry Team, specific congregation members etc, within the bounds of confidentiality;
- Deals appropriately with client complaints/concerns;
- Financial responsibility;
- Accesses community-based resources, referring clients to alternate agencies when appropriate;
- Strives for optimal communication within GWUC, with active participation in and reporting to other committees as required (see Policy and Procedures Manual);
- Participates in Monash Welfare Network meetings;
- Strives consistently to enhance GWUC's positive image within the community.

### **Responsibilities and Duties**

- Familiarity with the congregation's organic vision and how our welfare program is a key component of this;
- Provide leadership and guidance in relation to all elements of our welfare program;
- Attentive to the hopes, concerns, and needs of individuals in the community to determine how the congregation might best serve them;
- Advising the Ministry Team as to both internal and external clients requiring welfare support and assistance;
- Participates in welfare programs and activities.

### **Position Status**

This is a part time position for 5 hours per week. It is not a recognised placement and so the terms and conditions of a ministerial placement are not applicable. From time to time it may be necessary to work extra hours to support a welfare need. The 5 hours can be spread according to needs, subject to any award issues.

The position is offered for an initial period of the balance of 2023, and subject to a three-month probation period.

It is intended to extend the contract for a further period from January 2024 – December 2024.

Glen Waverley Uniting Church is committed to this ministry area and has made budget provisions for salary and programs that fit within the church's mission and vision.

### **Remuneration**

Remuneration will be in accordance with award conditions including Superannuation requirements, based upon qualifications and experience of the appointee.

The remuneration and role will be assessed under the Social, Community, Home Care, and Disability Services Industry (SCHCADS) Award 2010.