



## CENTRAL QUEENSLAND MULTICULTURAL ASSOCIATION INC.

ABN Number: 48992200269

P.O. Box 5535 Red Hill, North Rockhampton, Central Queensland MC. QLD 4701

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### Central Queensland Multicultural Association Inc. (CQMA) Community Action for a Multicultural Society (CAMS) program

#### **2 x JOB VACANCIES**

##### **Purpose Statement**

A position of CAMS worker has been established for the purpose/s to implement and evaluate the CQMA CAMS program (programs/courses/sessions). The successful applicant will be required to: oversee and take an active role in the project timeline/s, teaching, activities, evaluation, reporting, wider-community consultation, coordination, and ensure program quality and performance (related to participant recruiting, screening, matching, monitoring, and communication directly with appointed staff, volunteers, community members and participants) is realised.

##### **Details of the position include:**

- **Position Title:** Part Time CAMS Worker.
- **Location:** CQMA Office, Building 202, CQUniversity, Rockhampton.
- **Reports to:** CAMS Project Leader or their delegate.
- **Salary and entitlement:** Part Time Temporary CAMS worker – at the level of 5.1 of the Social, Community, Home Care and Disability Services Industry Award 2010 [MA000100] for Three (3) days per week for a period of 6 months and/or extended to two years based on individual and/or program performance.
- **Experience:** Job related experience with increasing levels of responsibility is desired.
- **Education:** Bachelors degree in job related area and/or equivalent.

##### **Selection Criteria**

- Demonstrated experience in program planning, implementation and evaluation in either of the following - Health promotion, Community Development, Social Science, Social Connectedness programs or Community Cultural Inclusion programs
- Understanding of the principles and methodology of the Community Action for a Multicultural Society (CAMS) program
- Competency in basic teaching methods to a variety of community audiences
- An ability to work with a diversity of individuals/and or groups
- Meet target dates of the project in a timely manner
- Demonstrated ability to maintain accurate documentation and records
- Demonstrated ability to follow allocated budgetary guide lines (e.g. allocating or using limited resources in a cost-effective manner)
- Demonstrated high level of communication skills when working with people from different cultures

- Demonstrated problem-solving, planning and time management skills with an ability to work cooperatively and collaboratively in a team based work environment with minimal supervision
- Proficiency in the operation of computer applications including detailed knowledge of business support software such as Microsoft Office including excel spread sheets
- Fluency in English, in both oral and written formats.

**Position/s:** Two **Part-time Positions** are available

**Commencement Date:** The 4<sup>th</sup> of January 2016 (or as negotiated)

**Length of Contract:** Six months, with the ability to extend the individual employment term for another two years based on individual/or program performance

**Probationary period:** The initial probationary period will be for (6) six weeks. Should the period of employment be extended then there will be an individual performance review at the end of each (6) six months extending to a (12) twelve period based on individual/ program performance

**Salary:** level 5.1 - the Social, Community, Home Care and Disability Services Industry Award 2010 [MA000100].

**Application:** Please send your application along with your Curriculum Vitae/Work Resume to the above email address or to CQMA Post Office Address (see above) by **8<sup>th</sup> December 2015**.

**For more information:** phone: Secretary, Cecille Dimalanta – 0447 236 342 or President, Dawn Hay - 0438 751 974

### **Community Action for a Multicultural Society (CAMS) program**

The Queensland Government is focussed on building a united, harmonious and inclusive Queensland.

The CAMS program investment centres on delivering outcomes in social connectedness for culturally and linguistically diverse (CALD) individuals and community groups.

Through its focus on outcomes in social connectedness for CALD Queenslanders, the CAMS program is about:

- increasing ability for CALD individuals and community groups to participate positively in their community
- increasing public awareness of the needs and issues experienced by vulnerable CALD Queenslanders
- improving liveability, cohesion and inclusion in Queensland communities.

**Note:** The pay rates can be viewed @ <http://www.fairwork.gov.au/pay/minimum-wages/social-and-community-services-industry-pay-rates>