



MercyWorks

SISTERS OF MERCY
OF AUSTRALIA & PAPUA NEW GUINEA

POSITION DESCRIPTION

Job Title: Assistant Coordinator Mercy House of Welcome

Parameters: 0.6 FTE (3 days per week across Mon – Thurs)

Location: Kilburn, Adelaide, South Australia

Salary: SCHADS Modern Award – Social & Community Services Employee Level 4 or Stipend

Mercy Works is a recognised Public Benevolent Institution Employer and lay staff are entitled to tax benefits including salary packaging.

Organisational Relationships:

Reports to: - Coordinator Mercy House of Welcome

Liases with: - Mercy House of Welcome Volunteers – particularly ESL/ESOL teachers
- Other appropriate agencies
- Mercy Works Finance Officer
- Mercy House of Welcome Clients

Organisational Context:

The Mercy House of Welcome is a project of Mercy Works established in October 2013 designed to support Asylum Seekers living in the community. Based in Kilburn, Mercy House of Welcome is a place for asylum seekers to come together and receive support from trained workers and volunteers, aimed at breaking down isolation and working with them to develop new skills.

Position Purpose:

To effectively administer and manage the activities operating in and associated with the Mercy House of Welcome project Adelaide. This position is responsible for the management of programmes, monitoring the budget and provision of reconciling spend, and assisting in the administration and general management of the Mercy House of Welcome in Adelaide.

Areas of Responsibility:

The Mercy Works – Mercy House of Welcome Assistant Coordinator – is responsible for:

- Assisting the Mercy House of Welcome Coordinator to ensure the project achieves its desired results and operates within the philosophy and policies of Mercy Works.
- Assisting in identifying the needs of the project and clients and ensuring they are met.
- Coordinating, supporting and supervising the ESL/ESOL Teachers.
- Ensuring that various financial receipts and records are forwarded to the Mercy Works Financial Officer on a regular basis.
- Monitoring the Mercy House of Welcome Budget with the Coordinator of the Mercy House of Welcome.
- Assisting the Coordinator to finalise Reports to the Mercy Works Board and others as required.
- Ensuring that WH&S, Child Protection Policy documents and Insurance requirements are in place.

- Assisting with the day to day running of the Mercy House of Welcome Adelaide including supporting/organising clients regarding appointments.
- Monitoring and updating the Mercy House of Welcome Notice Board.
- Ensuring that general office and client filing is up to date on a daily basis.
- Ensuring security of the premises and its contents.
- Negotiating with cleaners as per contracts.
- Being responsible for necessary purchases for Mercy House of Welcome.

Key Outcomes:

- Mercy House of Welcome is running effectively and efficiently.
- Volunteers are well supported
- Clients are feeling welcomed and gaining in self-reliance.
- Mercy House of Welcome is running within Budget.

Skills required for this position:

- An empathy and understanding for working with Asylum Seekers
- An education/school background to support volunteers who are Teachers
- ESL/ESOL an advantage
- Excellent communication - written and oral
- Good time management
- Good administration and management skills
- Practical computer skills using Microsoft applications including Word; Excel; Access
- Ability to take initiative
- Understanding of people that come from disadvantaged groups
- South Australian Working with Children Check
- Valid full drivers licence
- Financial skills, including the ability to manage finances of the project to budget