SOUTH WEST
COMMUNITY TRANSPORT
1300 138 794

ABN 33 226 912 121
P. O. Box 5099, Minto, NSW 2566
Phone Enquires 9426 8999 Facsimile: 9426 8900
Client Bookings 1300 138794 Website: www.swct.com.au Email: transport@swct.com.au

21st November, 2011.

Dear applicant,

Our records indicate you recently expressed an interest in receiving an information package for the Multicultural Community Transport Project Officer position within South West Community Transport.

I would like to advice that applicants must submit a written application addressing the essential and desirable criteria as indicated on the attached documentation.

Applications close 4pm on the 7th December, 2011

Thank you for your interest in joining our team and I wish you well in the employment process, should you decide to apply.

Yours truly,

L. Bright
Executive Officer

South West Community Transport

Multicultural Community Transport Project Profile

Background

Two Home and Community Care (HACC) funded services have received funding to achieve the project aims as described below. The services are South West Community Transport (SWCT) and Bankstown Canterbury Community Transport (BCCT).

The project aims to increase utilisation of community transport by HACC eligible people from culturally and linguistically diverse (CALD) backgrounds who reside in the Bankstown, Liverpool and Fairfield Local Government Areas (LGA).

The project aims to achieve this through the employment of bi-lingual development staff to:

- Promote community transport services to CALD communities
- Facilitate the use of community transport services by people from CALD backgrounds
- Identify barriers to the use of community transport by people from CALD backgrounds and work with the management of the service providers to address these barriers
- Support current staff and volunteers of the services to deliver transport to people from CALD backgrounds (e.g. with client assessments, phone bookings and transport delivery)

This project will work in conjunction with the local Multicultural Access Projects (MAP).

The initial time frame for this project is 12 months with a possibility of ongoing employment subject to successful evaluations.

South West Community Transport

Multicultural Community Transport Project Officer

Position Statement

Status;
Full time Project Officer, 38 hours per week, Monday to Friday, Category 4 as per The Social, Community Home Care and Disability Services Industry Award 2010**.**

Responsible to the South West Community Transport Board of Management, through the Executive Officer

Job Statement;
The Project Officer is responsible for undertaking a range of activities which will contribute to the enhancement of access, co-ordination and delivery of transport services for Culturally and Linguistically Diverse (CALD) HACC eligible residents who reside in Bankstown, Liverpool, Fairfield, Local Government Areas (LGA)

Duties;

- Work according to the project plan and recommend modifications to this when necessary
- Consult with CALD communities and their representatives re transport needs and issues
- Support and manage bi-lingual workers, as required
- Develop best practice standards, policies and procedures
- Publicise project through local networks and media where appropriate
- To identify options for future structure and viability of the project
- Build the capacity of CALD communities to access community transport
- To identify issues and propose recommendations to funding bodies
- Develop and support cross regional networks with local - state bodies, community organisations and public transport providers to identify Best Practice Principles via positive and productive communication techniques.
- Lobby government and local providers, where appropriate, on issues related to community transport.
- Provide a report tracking progress towards outcomes as required for the SWCT Board and the Multicultural Community Transport Reference Group
- Prepare reports and submissions as required
- Carry out directives of the Board of Management
- Promote Community Transport Services in a positive manner
- To work as a productive member of S.W.C.T. team
- Participate in staff meetings, attend in-service training as required for professional growth
- At all times abide by S.W.C.T. confidentiality policy
- Comply with all policies and procedures of the service
- Adhere to all relevant legislative requirements e.g. Occupational Health and Safety, Passenger Transport Act
- Other duties as negotiated with the Board of Management

South West Community Transport

Multicultural Community Transport Project Officer

Essential and Desirable Criteria

Essential and Desirable Criteria must be address in the applicant's written application.

ESSENTIALS

- Experience in :-
  - working within multicultural communities
  - community development and consultation
  - project management
  - supporting and managing staff & volunteers
- Ability to work cross regional within a larger team
- A self motivated worker with analytical and research skills
- Excellent written and oral communication skills
- Computer literacy and administration skills.
- Current drivers licence

DESIRABLE

- Experience in the Transport industries or related field
- Second language
- Knowledge of the Bankstown, Fairfield and Liverpool areas
- Relevant tertiary qualifications
- Knowledge of HACC and disability programs

Applicants must submit a written application addressing the essential and desirable criteria, and provide two current referees whom were previous supervisors

Application must be received by close of business on 7th December, 2011.

Applications marked Private and Confidential, to be forwarded to;

South West Community Transport
Multicultural Community Transport Project
P. O. Box 5099
Minto, NSW 2566

ADVERTISEMENT

South West Community Transport is a HACC funded program providing community transport to the frail aged, younger people with disabilities and their carers in the Camden, Campbelltown, Fairfield, Liverpool and Wollondilly areas. SWCT is looking for self motivated individual to undertake the following project

Multicultural Community Transport Project
Role – to investigate the development and implementation of strategies to increase utilisation of community transport services by HACC eligible people from CALD backgrounds who reside in SWS. Applications close 7th December

SWCT is an Affirmative Action and EEO Employer
Applications must address the essential and desirable criteria provided in the information packages obtained from 9603 2106