

## Canterbury Men's Centre Project

**POSITION:** Community Worker

**Employer:** Governance Board, Canterbury Men's Centre

**Responsible to:** Manager, Canterbury Men's Centre

**Reports to:** Manager, Canterbury Men's Centre

**Salary:** As negotiated

**Hours:** 16 hours per week

**Conditions:** As per Canterbury Men's Centre Individual Agreement and any associated Employee Policies

### The purpose of the position is to:

- ⤴ Provide needs assessment and referral support to men that contact our Centre's
- ⤴ Provided limited advocacy and support for men while they engage with any referral processes
- ⤴ Oversee community development projects related to men (ex. men's sheds)
- ⤴ Provide an office presence in conjunction with other staff and volunteers to provide for our client contact needs
- ⤴ Liaise with other agencies in the community to promote the Centre's purposes
- ⤴ Establish and complete projects relevant to the Centre's purposes

### Responsibilities of the Position:

The Canterbury Men's Centre Community Worker is responsible for:

- ⤴ Supporting clients to make informed choices and to support them to take initial steps to seeing they are done
- ⤴ effective communication strategies, engagement strategies, ensuring reporting and evaluation processes are developed, delivered and maintained.

### Canterbury Men's Centre Project Outcomes:

The position will contribute to the project outcomes:

- ⤴ Men are supported to make the best informed choice to meet objectives that will result in them being happier and healthier men
- ⤴ Men are safe and in their community
- ⤴ Projects focused on men in Canterbury are achieved in an effective manner
- ⤴ Relevant projects are aligned with the goals of the Centre.

### Key Areas of Accountability

The Community Worker reports directly to the Canterbury Men's Centre Manager. The Community Worker will be accountable for the following tasks with priority 1 being highest priority and priority 3 being lowest:

Accountability Area	Tasks
<b>Community Engagement</b>	<ul style="list-style-type: none"> <li>⤴ Will receive incoming requests for support and provide adequate referral support for clients (priority 1)</li> <li>⤴ Maintain accurate client files and contact information (priority 1)</li> <li>⤴ Will establish and maintain regular contact with local agencies working with men (priority 3)</li> </ul>
<b>Projects</b>	<ul style="list-style-type: none"> <li>⤴ Will initiate and fulfill projects within the Centre's purposes in collaboration (where appropriate) with other agencies locally and nationally (2)</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>⤴ Will answer phones/meet drop in clients and respond appropriately (2)</li> <li>⤴ Other duties as defined with Manager</li> </ul>

**Key Competencies/Knowledge/Skills/Experience**

- ⤴ Client work
- ⤴ Needs assessments
- ⤴ Understanding of general men's issues
- ⤴ Knowledge of local agencies for referral
- ⤴ Community Development skills
- ⤴ Experience in engaging with diverse communities and stakeholders
- ⤴ Ability to work independently and collaboratively with a team and independent agencies