

SPANISH LATIN AMERICAN WELFARE CENTRE (CELAS)

Centre Manager Position Description

Tel: 9687 0181 | Fax: 9687 3613 | Email: administration@celas.org.au | Web: www.celas.org.au
Address: 209 Nicholson Street, Footscray VICTORIA 3011

CELAS Centre Manager Position Description



The purpose of the CELAS Centre Manager is to act as the link between the CELAS Management Committee and its personell. The main role of the CELAS Centre Manager is to be responsible for the overall management of all of CELAS' funded projects and programs and higher level strategic management of the organisation. Are you able to:

- a) Work with families, children, young and elderly people of Spanish speaking background in a developmental and supportive role.
- b) Assist families, children, young and elderly people of Spanish speaking background to gain access to mainstream services and entitlements.
- c) Perform within the parameters of CELAS's aims, objectives and policies including resourcing the Management Committee and undertake directives and decisions.
- d) Provide supervision and support to other CELAS's staff, projects, volunteers and students on placements.

Position Details

Title:	CELAS Centre Manager
Work Location:	Footscray, Victoria
Employment Type:	Fixed-term until 30 June 2011 – Full-time [76 hours per fortnight]
Salary Range:	Value Range: \$60.000 to \$65.000 [inc. Superannuation]
Further information:	Alba Sosa
Phone:	(613) 9687 3613
Position reports to:	CELAS Management Committee
Closing Date:	24 May 2010

Organisational Environment

About CELAS

CELAS is a community agency based in Melbourne, Australia. Since 1977, we have assisted the Spanish speaking community of Victoria. Our mission is to help individuals so that, through active participation, they may develop their potential to live a prosperous life.

Our objective is to meet the needs of Spanish speakers in the fields of education, interpretation, health and social assistance, among others. The strength of CELAS throughout all these years lies in understanding the needs of the community it serves, as well as our demonstrated ability to offer programs and services that fulfil these needs.

Accountabilities:

Operating as a Centre Manager, you will:

- Be accountable to the CELAS Management Committee.
- Undergo a performance appraisal once per year to discuss achievements of the agreed work plan. An initial three months probationary period applies.

SPANISH LATIN AMERICAN WELFARE CENTRE (CELAS)

Centre Manager Position Description

Tel: 9687 0181 | Fax: 9687 3613 | Email: administration@celas.org.au | Web: www.celas.org.au
Address: 209 Nicholson Street, Footscray VICTORIA 3011

Specific functions:

- To provide information and education to families, children, young and elderly people of Spanish speaking background in order to raise awareness of issues, services and activities.
- To identify the needs, issues and priorities affecting families, children, young and elderly people of Spanish speaking background through research and consultative mechanisms.
- To organize activities and programs for families, children, young and elderly people of Spanish speaking background in order to address identified issues.
- To monitor the work performed with families of Spanish speaking background to enhance their parenting skills and improve family relationships.
- To facilitate the access of families, children, young and elderly people of Spanish speaking background to the services provided at CELAS and other government and non-government agencies.
- To assist mainstream organisations to make their services accessible and relevant to the needs of families, children, young and elderly people of Spanish speaking background.
- To be responsible for the ongoing overseeing of all the CELAS's programs, administration, funding and project workers in conjunction with CELAS' Management Committee.
- To devise and carry out suitable methods of publicizing CELAS's activities and programs to families, children, young and elderly people of Spanish speaking background as well as other relevant targets.
- To monitor the work performed with aged care programs of Spanish speaking background to enhance their service delivery.
- To organize and participate in community educating activities aimed at promoting a sense of awareness of families, children, young and elderly people of Spanish speaking background particularly their needs, issues and relevant cultural aspects.
- To advocate for families, children, young and elderly people of Spanish speaking background with other service providers to achieve appropriate service delivery that is culturally sensitive.
- To assist CELAS's Management Committee with community liaison and the overall promotion of CELAS's services.
- To coordinate, monitor and promote the use of CELAS's community facilities and equipment by families, children, young and elderly people of Spanish speaking background.
- To plan, develop and support community building events for families, children, young and elderly people of Spanish speaking background.
- To recruit, train and support volunteers and staff.
- To comply with any relevant statutory provisions concerning the duties of a Centre Manager.
- To contribute to and comply with any relevant legislation including but not limited to Occupational Health and Safety (OH & S); Equal Employment Opportunity (EEO); Access and Equity (A&E); Children, Young Persons and Families Act and Ethical Practices.

Duties and Responsibilities

Project and Program Management

- Manage staff to ensure all project outcomes are delivered on time and according to funding body guidelines.
- Undertake all reporting accountabilities and monitor the delivery of funded projects and programs to ensure they are in line with funding body guidelines.

SPANISH LATIN AMERICAN WELFARE CENTRE (CELAS)

Centre Manager Position Description

Tel: 9687 0181 | Fax: 9687 3613 | Email: administration@celas.org.au | Web: www.celas.org.au
Address: 209 Nicholson Street, Footscray VICTORIA 3011

- Supervise and manage CELAS' Human Resources including all employment contracts, leave requests, rostering etc. Coordinate the staff appraisal process in conjunction with the Management Committee and document the process accordingly.
- Develop individual workers' annual work plans to ensure targets of each of the different program areas of the organisation are met.
- In conjunction with Management Committee, assist in the organization of the Annual Planning Day and facilitation/writing of the organisation's Strategic Plan, Annual General Meeting and Annual Report and ensuring CELAS' responsibilities under the Incorporations Act are complied with at all times.
- Ensure marketing/promotion strategy for the organisation is managed and developed (including media releases, website maintenance, promotional brochures and other materials).

Strategic Management

- Provide timely and regular advice to the Management Committee regarding the implementation of CELAS' programs with the view of ensuring that CELAS meets the needs of the Spanish speaking community of Victoria as efficiently and effectively as possible.
- Actively liaise with funding bodies to ensure programs and projects are delivered according to standards and guidelines required, ensuring CELAS' policies and procedures are updated as required.
- Actively liaise with other mainstream and ethno specific organizations with the view to promoting CELAS' activities and programs by (a) establishing positive working relationships, (b) developing appropriate culturally sensitive services, policies and practices, (c) participating in local regional or program specific forums.
- Contribute to strategic business planning and decision making. Contribute to organising and preparing information for the annual planning day.
- Provide administrative and strategic support to the Management Committee as required and/or directed to ensure they are able to undertake their role effectively.

Key Selection Criteria

Personal Qualities:

1. High level interpersonal skills including written and verbal communication, negotiation and conflict resolution skills.
2. Cognitive, problem solving and investigative ability, including demonstrating lateral thinking and initiative in developing solutions.
3. Effective time management skills and ability to prioritise tasks efficiently
4. Ability to establish and maintain productive relationships with CELAS personnel and clients as well as key stakeholders within CELAS, other public sector agencies, and elsewhere on sensitive and complex matters.

Knowledge and Skills:

1. Experience in organisational and high level managerial skills, particularly in managing projects and programs within the framework of a community organisation.

SPANISH LATIN AMERICAN WELFARE CENTRE (CELAS)

Centre Manager Position Description

Tel: 9687 0181 | Fax: 9687 3613 | Email: administration@celas.org.au | Web: www.celas.org.au
Address: 209 Nicholson Street, Footscray VICTORIA 3011

2. Experience in strategic planning, financial management and successful application for government funding.
3. Sound knowledge of the issues and constraints affecting families, children, young and elderly people of Spanish speaking background in Victoria.
4. Awareness of the funding limitations when working within the community sector, and hence a solid commitment to support disadvantaged families, children, young and elderly people of Spanish speaking background.
5. Experience and ability to productively work in a team based environment as well as independently with minimal supervision.
6. Experience with general running of the office duties within the framework of a community organisation.

Specialist Expertise:

1. Ability to develop, market and implement policies and procedures that are relevant to children, young people and families of Spanish speaking background.
2. Relevant human resources experience and computer skills.

Mandatory Qualifications:

- Formal qualifications in Policy, Social Sciences, Community Development, Social Work or related discipline.

Desirable Criteria:

- Knowledge of issues faced by other ethnic specific services sector in Victoria.
- Ability to speak, write and read Spanish fluently.

Other Relevant Information

▪ How and Where to Apply

Applicants are encouraged to visit www.celas.org.au to obtain 'Information for Job Applicants' which is an outline of our application, assessment and selection processes when working with CELAS. Applicants without Internet access may obtain a copy from the contact listed under 'Position Details'.

Applications marked 'confidential' must be posted to: CELAS Recruitment Officer, 209 Nicholson Street, Footscray VIC 3011.

▪ Employment Safety Screening Requirements

CELAS is committed to selecting people able to provide quality services and a safe working environment to our clients. Accordingly, we have rigorous employment safety screening requirements for all new employees.

SPANISH LATIN AMERICAN WELFARE CENTRE (CELAS)

Centre Manager Position Description

Tel: 9687 0181 | Fax: 9687 3613 | Email: administration@celas.org.au | Web: www.celas.org.au
Address: 209 Nicholson Street, Footscray VICTORIA 3011

All competitive applicants will be required to undergo additional employment safety screening. This involves establishing identity, consenting to a National Criminal History Records check, and verification of claims through referee comments.

All of our employees are required to comply with relevant CELAS personnel related policies.

- **Diversity**

CELAS adheres to the Equal Employment Opportunity principles, values diversity and encourages applications from a diverse array of backgrounds.

- **Agreement/Award Coverage**

This role is covered by the SACS Award Certified Agreement 2000 Class IV.

Specific Health and Safety Requirements

CELAS is committed to minimise Occupational Health & Safety (OHS) risks in the workplace. Employees are required to be familiar with, adhere to and use or manage the relevant policies, guidelines, procedures.

Privacy Notification

CELAS requires declarations and personal information relevant to your employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 2000.