

## Position Description

<b>Position</b>	<b>Financial Capability Practitioner</b>
<b>Program</b>	Financial Counselling & Wellbeing Program
<b>Location</b>	Warrnambool
<b>Date</b>	March 2022

### About Bethany

Bethany Community Support Inc. and Bethany Kindergarten Services Ltd. is a vibrant community service organisation based in Victoria that provides a broad range of prevention, intervention, support and educational services to children, young people, families and individuals.

### Our Purpose

Working together to meet the changing needs and aspirations of people in their communities.

### Our Values

- **Courage** We take action and stand up for what we believe
- **Respect** We value people and build on their strengths
- **Integrity** We are open, fair and just in everything we do
- **Innovation** We develop new ways of working to make a difference
- **Collaboration** We work together to improve outcomes

### Bethany's Diversity Statement

At Bethany we celebrate diversity and innovation. We embrace creating a connected organisation which enables all service users, employees, students, contractors, and volunteers to feel safe from discrimination. We support an inclusive environment where people of all genders and ages, people living with a disability. First Nations people and people from LGBTI and CALD communities feel empowered to contribute their experiences and ideas; knowing that these will be valued.

### Bethany's Statement of Commitment to Child Safety

Bethany Community Support is committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

### About the Program

Bethany's Financial Counselling Program delivers a range of financial counselling programs funded by the Commonwealth Department of Social Services (DSS), Consumer Affairs

## Position Description

Victoria (CAV) and the Victorian Responsible Gambling Foundation (VRGF). Bethany's integrated financial counselling model provides a continuum of financial counselling and capability support services for those experiencing financial hardship. Financial counselling services are delivered from our office locations in Warrnambool and Geelong and current outreach locations such as Portland, Hamilton, Horsham and across North West Victoria.

### About the Position:

This Financial Capability position, based in Warrnambool, forms part of Bethany's integrated Financial Counselling and Wellbeing Program and is responsible for providing financial literacy, information, education and coaching with the aim of supporting people to build their money management skills, knowledge and confidence. The role involves working with people experiencing financial stress individually and also facilitating group workshops.

### Key Responsibilities

- Provide financial capability services for individuals, families, groups and communities.
- Ensure clients have access to basic financial literacy, education and support resources
- Provide financial literacy community education workshops to community
- Assist clients, groups and communities build skills to decrease financial stress and strengthen capacity to more effectively manage money
- Assist families at risk of homelessness to manage their finances and household expenses in order to prevent future accommodation crises
- Provide secondary consultations that aim to enhance financial wellbeing
- Facilitate access to financial counsellors and other relevant services as appropriate
- Actively participate in regular supervision and team/agency meetings
- Actively participate within a multi-disciplinary service team
- Ensure accurate and timely data entry for all programs and reporting to all relevant funding bodies
- Participate in research, data collection and the Agency's continuous quality improvement process.
- Make recommendations to effectively resolve problems or issues, by using judgment that is consistent with Bethany Values.
- Other duties as required.

### Key Selection Criteria

#### *Essential*

1. Qualification at Diploma level in Community Services or similar or equivalent demonstrated experience
2. Completion of the following financial literacy education units:
  - a. CHCFLE301A – work with clients needing a financial literacy education;
  - b. CHCFLE302A – educate clients in fundamental financial literacy skills, and
  - c. CHCFLE303A – educate clients to understand debt and consumer credit.  
*(Please be advised that these units can also be completed once the role has started.)*
3. Understanding of financial stress
4. Knowledge of the impact and issues related to family violence and economic abuse, gambling harm, mental health and other co-morbidities with financial disadvantage

## Position Description

5. Strong Communicator with strong interpersonal, advanced written and oral communication skills
6. Proficient in the use of MS Office, databases and knowledge of a range of IT programs.
7. Ability to demonstrate culturally sensitive practice, inclusive of the needs of Indigenous, LGBTQIA+ and CALD communities.
8. Competent in self-management and have an understanding of solution focused work.
9. Ability to contribute to the development of processes and systems to improve quality.

### Capabilities and Personal Attributes

- Advocates and champions to achieve positive change
- Demonstrates commitment to social justice and social inclusion.
- Leads a culture of respectful relationships and behaviour across the organisation.
- Is truthful, ethical and leads and reinforces expected standards of behaviour at all times.
- Generates ideas and solutions and takes advantage of new and emerging opportunities
- Creates and sustains dynamic and productive relationships to maximise outcomes.

### Organisational Relationships

<b>Supervisor</b>	<b>Team Leader – Financial Counselling &amp; Wellbeing</b>
<b>External Liaisons</b>	Department of Social Security
<b>Stakeholders</b>	All Staff

### Conditions and Remuneration

<b>Salary</b>	This position is classified as an award payment on the Social Community Home Care and Disability Services Award 2010, Level 4, Pay Point 1 – 4, with a salary range of \$74,433.82 - \$80,084.76 (pro-rata if part time). In addition, the package also includes salary sacrifice as per government legislation.
<b>Ordinary Hours</b>	Ordinary hours of work will be worked between agency hours of 8am to 7pm.
<b>Conditions</b>	Other conditions of employment as per the Bethany Enterprise Agreement.
<b>COVID-19</b>	Bethany is an essential service, and all employees are classified as essential workers. To comply with the Chief Health Officer's directions, all employees must provide evidence of their COVID-19 vaccination.
<b>Travel</b>	Travel may be required to other Bethany offices and across the Barwon South West region and other locations.
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>▪ Sit at a computer or in meetings for extended periods - Daily</li> <li>▪ Work in an open plan office - Regular</li> <li>▪ Driving – Regular</li> <li>▪ Lifting, bending, pushing, and pulling - Occasional</li> </ul>

## Position Description

	<ul style="list-style-type: none"> <li>▪ Outreach home visits within Bethany COVID-19 guidelines - Regular</li> <li>▪ Acknowledging the impact of Covid-19 restrictions, work may include remote access and Working from Home arrangements as required by the organisation.</li> </ul>
<b>Mandatory Requirements</b>	<ul style="list-style-type: none"> <li>▪ Satisfactory Police Check</li> <li>▪ Current Employee Working with Children's Check</li> </ul> <p>All employees are subject to child safety screening and assessment against child safety standards as part of our thorough recruitment process.</p>
<b>Right to work in Australia</b>	You must either be an Australian citizen; or have permanent residence status; or an appropriate visa issued by the Department of Immigration and Citizenship that entitles the employee to work in Australia.
<b>Driver Licence</b>	A current Victorian Driver Licence is required to perform this role.

### Employee Declaration

I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position described in this document. Additionally I agree to notify management immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

Name:	Signature:	Date: