



Position description

Assistant Pastoral Care Worker, St Bakhita Centre

Reporting to:	The Episcopal Vicar for Immigration
The Position:	The primary purpose of the Assistant Pastoral Care Worker is to provide pastoral care and support to the Australian Sudanese Catholic community and specifically to the Sudanese men.
Responsibilities:	<p>The Assistant Pastoral Care Worker is accountable to the Episcopal Vicar for Immigration for the following:</p> <ul style="list-style-type: none">• Assisting the current team with the development of the pastoral activities and evangelisation of the Sudanese Australian Catholic community• Supporting the work of the St Bakhita Centre• Encouraging various forms of ministry within the Catholic community• Reaching out to the Sudanese men in the Catholic community who are experiencing problems with such issues as illiteracy, family problems, substance abuse, accommodation, and property issues, etc• Encouraging these men to seek assistance from support programs and services, both within the Archdiocese of Sydney and in the wider community• Referring these men to suitable services, and ensuring they follow through with all aspects of the service• Setting up and following through with tailored programs that meet the individual needs of the men• Providing and promoting opportunities for the men to participate in the activities of the St Bakhita Centre• Offering a visible presence of the Catholic Church and actively seeking to engage the Sudanese men in dialogue on important matters relating the Church's teachings• Providing a constant pastoral and evangelising and prayerful presence• Attending the Wadda Advisory Group meetings as required• Other duties as requested by the Episcopal Vicar for Immigration
Inter-relationships:	<p>The Assistant Pastoral Care Worker interacts with the following internal and external groups:</p> <ul style="list-style-type: none">• Episcopal Vicar for Immigration• Pastoral Care Worker (Anna Dimo)• Pastoral Care (Sr Maria Sullivan)

- Sudanese Australian Catholic Community, particularly the Sudanese men

Qualifications and Experience:

The ideal Assistant Pastoral Care Worker will have:

- Sound knowledge of the teachings of the Catholic Church and a personal commitment to the ethos and values of the Church
- Relevant experience either in a similar role or in a role encompassing the key areas of responsibility for this position
- Experience of Australian tertiary education or workplace is highly desirable
- Demonstrated experience in relationship building
- Demonstrated experience in faith formation and spiritual formation
- Working knowledge of Microsoft Office applications
- Demonstrated commitment to service and a willingness to be accountable for their performance
- Language skills in Arabic and another Sudanese language
- A current New South Wales driver's license

Attributes:

The Assistant Pastoral Care Worker will demonstrate the following attributes:

- Ability to build rapport with people
- Professional manner and presentation
- Sound people skills
- Ability to operate with discretion and to maintain complete confidentiality
- Attention to detail and a well ordered approach to work
- Ability to communicate effectively and compassionately
- Proactive approach and a commitment to do whatever is necessary to ensure deadlines are met

Performance Management:

The performance of the Assistant Pastoral Care Worker will be assessed on a regular basis having regard to:

- Their performance on the key responsibilities and attributes for this role
- Their ability to develop and maintain relationships
- Service levels and the level of satisfaction expressed by key stakeholders