



Position Description

Community Pastoral Worker – Ephpheta Centre

Reporting to:	Manager of Business, with the Manager of Community Relations and Manager of Pastoral Care as required
Department:	Ephpheta Centre
Location:	4 Turner St Punchbowl
Employment Status:	Part-time (22.5 hours per week)
Modern Award Coverage and Classification:	SCHADS Award – Level 2 Pay Point 1
Direct Reports:	Nil

The Position: The Community Pastoral Worker’s main work involves visiting and supporting the Deaf and Hard of Hearing Community in homes, nursing homes, schools, parishes and supporting the broader Deaf community in alignment with the vision, mission and values of both the Sydney Archdiocese and the Ephpheta Centre. They will support the Ephpheta Centre and the Deaf and Hard of Hearing community by carrying out administrative tasks at the Ephpheta Centre, attending events and regular meetings, religious and community events and conferences as requested by the Manager of Business, Manager of Community Relations and the Manager of Pastoral Care. They will demonstrate and share the pastoral love of Christ and His Church to this community through their engagement with both external community engagement and event, as well as through the internal administrative support they provide to the Centre.

Responsibilities: The Community Pastoral Worker is accountable for the following tasks:

Community Care and Pastoral Support:

- Visiting Deaf and Hard of Hearing People in nursing homes, private homes, hospitals, prisons, other facilities when needed
- Supporting the Deaf community as required
- Liaising with families with Deaf family members
- Working with schools and young people including deafness awareness programs
- Supporting community awareness of the Deaf Community in the wider Catholic Community
- Supporting programs for Deaf youth/youth from Deaf families
- Supporting the organisation of programs for the Deaf community
- Providing general administrative assistance in the operation of the Ephpheta Centre
- Offering hospitality to visitors to the Ephpheta Centre
- Working on such projects of the Ephpheta Centre as identified by the Manager of Community Relations; Manager of Pastoral Care; and/or Manager of Business
- Organising, setting up and attending at Sunday Mass as required and for special Masses and events and to provide community support as

required (including participating in social functions afterwards as required)

- Completing office duties as requested

Other duties:

- Attend team meetings and such other meetings as required
- Prepare and present regular reports (written and/or signed) at meetings and when requested
- Attend all important events and celebrations within the Ephpheta Calendar including Mass and religious events (some of this will involve weekend and evening work)
- Attend conferences, team retreats and spiritual development, and team supervision
- Attend after hours meetings when required
- Liaise with Deaf Community Groups and organisations as required
- Provide newsletter content as required
- Assist with the preparation and posting of the newsletter when needed
- Maintain a clear understanding of all events happening within the Ephpheta Centre and the Ephpheta Centre Calendar
- Attend professional development as required
- Support other staff when requested
- Other duties as requested or assigned by Manager of Community Relations, Manager of Pastoral Care or the Manager of Business

Inter-relationships:

The Community Pastoral Worker interacts with the following internal and external groups:

- Ephpheta Centre Staff
- Members of the Deaf Community
- Parishes and schools
- Other churches and dioceses
- Other organisations supporting the Deaf community
- People who are Hard of Hearing

Qualifications and Experience:

The Community Pastoral Worker will have:

- Fluent Auslan use with a strong understanding of the English language
- Lived experience as a Deaf or Hard of Hearing person
- A deep appreciation of, and respect for, deaf culture and language
- Relevant experience/qualifications either in a similar role or in the areas of welfare or social work
- General office and administrative skills and experience including an ability to use email
- Ability to undertake competent record keeping relating to clients

- Experience in working with the Deaf community, knowledge of Deaf culture, language and community
- Demonstrated commitment to the ethos and values of the Catholic Church
- Working knowledge of Microsoft Office applications – Word, Excel, PowerPoint, Publisher and Outlook
- A current NSW Driver's Licence
- Demonstrated commitment to client service and a willingness to be accountable for their performance
- Ability to work and function effectively within a small team environment
- Will be required to have clear National Police Check and clear Working with Children check

Attributes:

The Community Pastoral Worker will demonstrate the following attributes:

- An understanding of the current cultural contexts of the Deaf and Hard of Hearing community and a demonstrated commitment to the ethos, teachings and values of the Catholic Church
- Professional manner and presentation
- Excellent people skills
- Be reliable and be able to work in a team
- Attention to detail and a well ordered approach to work
- Awareness of and a commitment to client service
- Excellent communication skills
- Ability to act with discretion and to maintain complete confidentiality
- Proactive approach and a commitment to do whatever is necessary to ensure deadlines are met

Performance Management:

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

- Their performance on the key responsibilities and attributes for this role
- Service levels and the level of satisfaction expressed by key stakeholders
- Their ability to develop and maintain relationships with Ephpheta Centre Staff, the Deaf and Hard of Hearing Communities and others with whom they deal in their work

The Archdiocese is wholly committed to ensuring the safety, well-being and dignity of all children and adults at risk, and acknowledges its important legal, moral and spiritual responsibility to create a safe and nurturing environment for those children and adults at risk. The Archdiocese has a zero-tolerance approach to child abuse. Staff are encouraged to read the [Archdiocese Commitment Statement and Safeguarding Policy](#).

Additionally, the Archdiocese is committed to continuous improvement to assess and address the risk of modern slavery in its operations and supply chains and to report annually on these actions in the form of a Modern Slavery Statement.