



## MULTICULTURAL CHILD SAFETY PROJECT OFFICER

*ECCQ is an equal opportunity employer.*

Send your application, CV and a brief statement addressing our requirements,  
to:

The Executive Manager, ECCQ, PO Box 5916, West End, Queensland, 4101 or  
253 Boundary St, West End.

*People from culturally and linguistically diverse backgrounds are strongly  
encouraged to apply.*

**REPLY BY: 5pm, August 2, 2006**

### **Organisation**

The Ethnic Communities Council of Queensland Ltd (ECCQ) is the State's peak body representing the issues and concerns of ethnic organisations and Queensland's culturally and linguistically diverse people. ECCQ undertakes advocacy, project and program development consistent with available funding and identified priority areas. This position is funded by a grant from the Department of Child Safety. The Multicultural Child Protection Working Group, on whose behalf the position is auspiced, provides strategic support.

### **Position description**

**Title:** Child Safety Project Officer  
**Salary:** Level 4, Paypoint 2, Social & Community Services (Qld) Award. Casual rate, which attracts a 20% loading.  
**Appointment:** Maximum three days a week, by negotiation, for two months with potential for two months extension on contract.  
**Location:** ECCQ House, 253 Boundary St, West End, Qld, 4101  
**Reports to:** Executive Manager.

### **Position objectives & responsibilities**

The key objectives of the Project Officer are to:

- manage and finalise a pilot foster care recruitment project with selected ethnic communities in the Greater Brisbane region, utilizing resources developed by the Department of Child Safety and ECCQ.
- advise selected ethnic communities about Department of Child Safety services and processes, and the value of and need for foster carers.
- continue to identify child safety information needs and issues impacting on ethnic communities, particularly new and emerging communities.

- continue to inform and build support among key community leaders.
- liaise with and support individuals prepared to undertake foster care training.
- Establish and develop good working relationships with child safety and foster care agencies.
- conduct information sessions.
- provide a report and recommendations on finalisation of the project.
- work in consultation with the Multicultural Child Safety Reference Group to finalise the project and provide a bridging framework for sustainability.
- document, evaluate and report outcomes.

**Position requirements**

- experience in working in a community development, community relations or human services capacity with CALD communities.
- experience in project management.
- good written and verbal communication skills.
- good organizational skills.
- good interpersonal and negotiating skills.
- ability to work within a small team environment and to contribute to team goals and morale.
- ability to work independently, set priorities, and monitor work.

**Tell us about your**

- knowledge of or experience in working with CALD communities.
- experience in and knowledge of project management and evaluation.
- experience in facilitating workshops, meetings and events.
- written, verbal and interpersonal abilities.
- experience in building effective working relationships with a range of stakeholders.

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**Further information**

**Ian Muil  
Executive Manager  
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