

Position Advertisement – Digital Connections Officer - Armidale

Job Summary

The Digital Connections Officer – Armidale will provide guidance and training to members of the Ezidi community in Armidale in purchasing, setting up and competently using computers and the internet.

The project is being run by a partnership between Armidale Sanctuary Humanitarian Settlement Inc and Northern Settlement Services.

About us

Northern Settlement Services Ltd (NSS) is an independent not for profit organisation providing a range of services in the areas of settlement, aged care, youth and vulnerable families across the Hunter, Central Coast and New England regions of NSW. We offer employee benefits such as salary packaging and competitive pay rates.

Armidale Sanctuary Humanitarian Settlement Inc (Armidale Sanctuary) is a 100% volunteer organisation providing support to newly arrived people from refugee backgrounds settling in Armidale, through a range of activities linking community members and new arrivals, including excursions, home reading and general settlement assistance.

About the role

Key tasks and responsibilities for this role include:

- Work with individual Ezidi families to assess their level of digital literacy and clarify their various requirements for using computers and the internet
- Assist Ezidi families with selection, purchase and/or setup of computers, software, internet connection.
- Liaise with local service providers to identify the key skill areas to prioritise.
- Provide training and support on using computers, software and the internet (including introductory e-safety).
- Develop resources that can be shared within and between families.

This position will be based in Armidale and is offered 2 days a week on a fixed-term, 6 month contract.

To succeed in this role, it is essential you have:

- Relevant qualifications or experience with a range of Information Technology equipment and software.
- Understanding of culturally and linguistically diverse communities
- Highly desirable to have Kurdish Kurmanji language and connections with Ezidi community
- Good proficiency in verbal and written English.
- Excellent verbal communication, interpersonal skills and ability to build positive relationships with the clients

- Ability to collaborate with others, provide and accept advice and assistance from colleagues to meet common goals.
- Current C-Class driver's licence.

Diversity Statement

NSS is committed to promoting social inclusion and productive diversity, by seeking diversity within our workforce. We encourage and welcome applications from diverse community groups and ages including people from CALD backgrounds. NSS adheres to the principles of equal employment opportunity. For further information about NSS, please go to www.nsservices.com.au.

How to Apply

All applications will be managed via SEEK. Applications will close on 19th March 2021. Only those candidates who are shortlisted will be contacted.

Applications require a resume and a covering letter describing how you are a suitable candidate for the position.

Prior to an offer of employment being made, candidates will be required to undertake relevant background checks including a Criminal History and Working with Children Check.

For any enquiries about the position, please contact Jessika Schimdt, New England Settlement Coordinator at j.schmidt@nsservices.com.au or 0419 875 212

Link to Job Advertisement on SEEK -

<https://www.seek.com.au/job/51688666?type=standard#searchRequestToken=56b1d52f-2a7c-402d-ba7a-cbb45a52ff18>