

**Driving Change Program Worker | Waterloo HQ**  
Weave Youth & Community Services

Position title	Program Worker
Reports to	Program Manager
Program	Driving Change Program
Responsible for	As a Program Worker on Weave's Driving Change Program, you will support learner drivers throughout their licensing journey, including providing on-road supervision, assisting with licence applications and test preparation (Driver Knowledge, Hazard Perception and online tests) and accompanying clients for computer and practical driving tests. The role is also responsible for delivering learner driver inductions, supporting volunteer driving mentors, managing bookings, completing data entry and administrative tasks and undertaking outreach support as required.
Supervises	N/A
Location	Waterloo HQ
Hours	Part time: 3 days per week (21 hours per week)
Status	Part time All positions at Weave are dependent on continued funding
Award	Social Community Home Care and Disability Services Industry Award 2010 (SCHADS)
Remuneration	SCHADS SACS Level 3 Paypoint 1-4 depending on qualifications and experience. Weave pays above the SCHADS Award hourly rate. Weave hourly rate range for Level 3.1 - 3.4 is : \$41.97-\$45.01 <ul style="list-style-type: none"> <li>● Plus Superannuation @ 12%</li> <li>● Plus Annual Leave Loading of 17.5%</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>● Generous salary sacrifice</li> <li>● Above Award hourly rates based on a 35 hour week</li> <li>● Bonus paid leave days over Christmas and New Year</li> </ul>

## **About Weave Youth & Community Services**

[Weave Youth & Community Services](#) is a place-based community organisation located on unceded Gadigal and Bidjigal Land in Sydney, that has been delivering a range of programs, supports and services developed with and for the community for 50 years.

Weave's purpose is to support individual and collective wellbeing and healing in the communities we walk alongside. Weave supports children, young people, women and families who are impacted by systemic disadvantage and intergenerational trauma. Around 70% of all those we support across Weave are Aboriginal and/or Torres Strait Islander people. As a non-Aboriginal controlled organisation, Weave is strongly committed to walking alongside Aboriginal and Torres Strait Islander people in their ongoing fight for justice and self-determination. Our work at every level is guided by our [Aboriginal Healing Framework](#).

## **About Weave's Driving Change Program**

Many people face barriers and challenges when it comes to obtaining a driver's licence. Not having a licence can be a major setback in a person's life, making it harder to find employment and holding them back from educational and social opportunities. Weave's Driving Change Program assists people to overcome these barriers by providing support with obtaining identification, studying for the Driver Knowledge Test, driving practice with volunteers and professional instructors, and preparing for the Driving Test. We prioritise people who identify as Aboriginal or Torres Strait Islander, and people from refugee or CALD backgrounds.

## **Summary of the Position**

The Program Worker provides support to Driving Change Program participants by assisting with on road driving practice.

## **Key Responsibilities**

- Provide on road supervision to learners practicing their driving skills.
- Assist people to fill in the necessary forms to be able to get their licence.
- Assist people to practice the Driver Knowledge Test and Hazard Perception Test.
- Assist people to complete the Online Driver Knowledge Test.

- Transport and accompany people to Service NSW to attempt the Driver Knowledge Test.
- Accompany people to Service NSW for Driving Tests.
- Manage Google Calendar bookings.
- Provide support to volunteer driving mentors.
- Provide learner driver induction sessions.
- Assist with data entry and other office based tasks.
- Work from a proactive, client-led, trauma-informed, strengths-based, feminist, healing-centred and culturally safe perspective.
- Engage in outreach service provision where required, including accompanying clients to Service NSW for computer and practical tests.
- Liaise with relevant networks, agencies, community networks and government departments as required.
- Weave is a place based organisation and we require staff to proactively engage with key stakeholders in the local community to build connections and relationships and participate in relevant local community events.
- Assist with and encourage client participation in Weave events and projects and broader community events and networks.
- You may be required to perform other duties as directed from time to time to suit organisational requirements and which are broadly consistent with your role.
- Additional general responsibilities and expectations of all Weave staff are outlined in the Weave Code of Conduct.

### **Essential licenses and requirements:**

- Valid NSW C class Driver's Licence
- Valid Working with Children's Check (WWCC)
- Valid National Police Check

### **Essential Selection Criteria**

1. Commitment to removing barriers and supporting learner drivers to become safe and independent drivers.
2. Excellent communication and interpersonal skills with the ability to effectively engage with a broad range of people.
3. Exceptional understanding and adherence to NSW road rules and regulations.

4. Effective diary management, with a strong work ethic, able to tightly manage time and optimise schedule to service customers.
5. Awareness of, and sensitivity to the experiences of Aboriginal and Torres Strait Islander peoples impacted by the ongoing oppressive legacies of colonisation.
6. Understanding of the importance of cultural safety for Aboriginal and Torres Strait Islander peoples and the strengths of Aboriginal and Torres Strait Islander peoples.
7. Understanding of trauma-informed practice or willingness to learn.
8. Willingness to obtain a Certificate IV in Transport and Logistics (Road Transport - Car Driving Instruction) (TLI41222).

### **Desirable**

1. Qualification in Community Services, Youth Work, Social Work or similar field.
2. Training and experience in trauma-informed practice.
3. Current First Aid certificate or willingness to obtain within two months of employment.