

M.E./CFS GROUP (CANTERBURY) INC.

For support, education, action

JOB DESCRIPTION – COMMUNITY WORKER

Services to be provided:

1) Related to Support of Individual Members

Attending to phone enquiries regarding information and/or support.

Making prompt follow-up with new members via face-to-face meetings, phone or email, as appropriate.

Where indicated, directing members to other agencies' services.

Completing and maintaining a members' Needs Analysis Data Base via regular contact with each member.

Meeting the needs of members as identified from the Needs Analysis.

Undertaking advocacy work for individual members and for the Committee, eg, attending meetings between group members and agencies such as WINZ.

Organising and leading a monthly support meeting for group members.

2) Related to Education and Information

Networking with other agencies, eg, disability information service or WINZ, for updates on benefits and services that are of interest to members.

Ongoing development of the contractor's own understanding and knowledge of M.E./Chronic Fatigue Syndrome (CFS), including management approaches, and the impact on people with ME/CFS, their family and friends.

Contributing relevant news and information regularly to the group's newsletter.

Preparing a monthly report summarising services provided and any other items of interest.

Attending monthly committee meetings (in a non-committee role).

Working with other officers of the group to update or prepare information resources.

Experience and Attributes:

Qualifications and experience in community or social work preferred.

Superior listening and communication skills.

Some understanding of M.E./Chronic Fatigue Syndrome helpful, although education session(s) and materials can be provided as needed.

Good computer skills, with access to a computer for communicating with the committee and group members by email, and for preparing reports, the Data Base and other documents.

Current driver's licence and use of own vehicle (a travel allowance is paid).

Experience in working with committees preferred.

Self-motivated and able to work independently.

Terms:

The above services generally take an average of 10 hours per week to deliver.

One or two members of the Committee are delegated to act as support people for the Community Worker.

The work is based from the contractor's own home.

The salary rate is according to experience and qualifications.

Necessary travel and other costs such as stationery purchases and telephone calls are reimbursed.