



## CFRE STUDENT PLACEMENT POSITION DESCRIPTION

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| Regional Program Area  | CFRE, drummond street services  |
| Office Location        | Carlton or home based, depending upon COVID19 advice at the time  |
| Position               | Student research assistant  |
| Type of Placement/s:   | Tertiary Placement  |
| Duration of Placement  | As required for student's placement based on the qualification  |
| Placement Limits:      | 1 student   |
| About Organisation     | <p>The Centre for Family Research and Evaluation (CFRE) is a collaborative applied research centre that is dedicated to creating solutions to the complex social problems that impact health and wellbeing of children, families and communities. Our centre is located within drummond street services, an innovative community services organisation with a strong focus on social justice. This provides us with a unique opportunity to experience the strengths and challenges of service delivery, as well as an in-depth understanding of a wide range of social issues.</p> <p>drummond street is a medium-sized, not-for-profit, non-denominational community based organisation. Our service delivery's reach is across North-Western region; Inner, North and West areas of metropolitan Melbourne and in the Victorian regional city of Geelong. Drummond street's practice model is based on a whole of family approach to health and wellbeing promotion.</p> |
| Description            | <p>3-5 day per week placement</p> <p>An interest in research, evaluation, program development and/or policy</p> <p>An interest or background in gender, sexuality, and/or critical social work theory/practice</p> <p>QTIPoC and First Nations student applications preferred</p>   |
| Overview of Placement: | <p>CFRE is committed to providing opportunities for students of relevant disciplines the opportunity to obtain experience of applying research to practice within a community agency setting. If you are interested in making an impact on the lives of others and being involved in a team committed to creating social change, then this is the position for you!</p> <p>It is not essential to have prior experience in research, but we would hope that you have enthusiasm for and understanding of the value of research and evaluation in the context of family services. Research-related tasks would likely include:</p> <p>Conducting desktop research (these may include scoping reviews, rapid evidence assessments);</p> <p>Assisting the team with developing evaluation plans, with a focus on coproduction models;</p> <p>Contributing to designing data collection strategies (including developing surveys, selecting appropriate outcomes measures);</p> |



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|                                | <p>Cofacilitation of focus groups;<br/>Data administration and management (this may include safe handling of collected data that complies with safety privacy and ethical guidelines);<br/>Assistance with analysing and presenting research findings, including co-creation of interactive reports/research dissemination tools; and<br/>Support with tender writing.</p> <p>General organisational tasks may include:<br/>Participate in relevant team meetings;<br/>Comply with drummond street policy and procedures;<br/>Participate in regular supervision and performance development activities.</p>   |
| <p>Role expectations</p>       | <p>At CFRE you will be working in a multidisciplinary team that is highly collaborative and prides itself on high quality work. Therefore, the successful candidate will be enthusiastic, flexible, a good communicator and keen to contribute to the team.</p> <p>The environment we work in can be dynamic and fast-paced at times. Therefore, key skills we're looking for are good time management, an enjoyment of diversity of tasks, someone who is self-motivated and can work autonomously. The projects we take on can be complex and challenging, therefore we appreciate someone who can ask for help, is committed to learning, will persist with a task, can use critical thinking and problem-solving skills.<br/>We expect that the applicant will work in an ethical manner and support our key values of collaboration, continuous improvement, leadership, optimism and professionalism.</p> <p>We pride ourselves on creating an inclusive workplace culture and a great place to work. We are committed to creating a workforce which reflects the incredible diversity of the communities we serve. We welcome and encourage applications from everyone including Aboriginal and Torres Strait Islander people, people with a disability and those who identify as LGBTIQ.</p> <p>Students are expected to comply with all policies and procedures set out by Drummond St services. Students will be orientated to this at the beginning of placement.</p> <p>Hours: 3- 5 days per week between the hours of 9AM and 5PM</p> |
| <p>Conditions of Placement</p> | <p>Applicants should be in a Master of Social Work, Master of Applied/Community Psychology, Master of Public Health, or similar course, preferably in their second year and/or having completed a research methods subject.</p> <p>Student will need to be prepared to undergo:<br/>A Police Check</p>   |



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|                  | Working with Children Check<br><br>Student will also be required to sign a confidentiality form      |
| Suitable Courses | Master of Social Work, Master of Applied/Community Psychology,<br>Master of Public Health or similar |

**Please contact for enquiries:**

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| Name:  | Ellen Poyner or Zeina Jamaledine |
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**How to apply:**

Submit application via our website

<https://ds.org.au/student-placement-research/>

Attach: Resume & Cover Letter

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