

## Zakat Officer

### Position Description

#### *Summary*

**Post title:** Zakat Officer

**Reporting to:** Distribution Manager (New South Wales)

**Location:** Lakemba, New South Wales

**Position Type:** Voluntary and Paid Positions (part-time)

**Pattern:** One set weekday – 10am to 4pm or 8 hours

**Start date:** February 2017

**Term:** Minimum 6 month commitment (initial 3 month probationary period)

**Requirements:** Interview, police check and Working with Children's Check

#### *Purpose and Role*

Caseworkers play an integral role within the organisation by assisting first hand with the distribution of zakat to eligible client within New South Wales. The role involves direct contact with clients and the provision of valuable support and assistance through case management.

#### *Authority*

**Responsible to:** State Distribution Manager (New South Wales)

**Responsible for:** Zakat assessment

**Relates to:** Case management

**Financial:** N/A

**Delegation:** N/A

#### *Duties and Responsibilities*

You will be responsible for the following duties:

- Assessing client's zakat eligibility.
- Client advocacy.
- Information collection and assessment.
- Identifying and prioritising needs.
- Client consultation and goal setting.
- Implementation and ongoing monitoring of plans and interventions.
- Reviewing plans and case assessments.
- Referral and linking clients to other services as appropriate.
- Working alongside with other organisations in the social sector.
- Ensuring clients provide valid documentation to assess zakat applications.



- Timely and up to date documentation, record keeping and data management.
- Assisting with administrative duties within the distribution team.
- Contributing and participating in team meetings, planning and developments.

## **Key Selection Criteria**

### **Essential**

- Prior experience in the social services sector (i.e.- casework, community development, social work, welfare or youth work) +/- qualification.
- Excellent communication, written and use of Microsoft office software.
- Demonstrated ability to work effectively with people from culturally diverse backgrounds.
- Demonstrated ability to work independently and part of a team.
- Excellent interpersonal skills.
- Excellent organisational skills and time management.
- Ability to manage a complex caseload covering a wide range of subjects.
- Ability to adhere to deadlines in a high-pressured environment and good time management.
- Be committed to own personal development (ongoing training, appraisals etc.) in accordance with own personal development plans and organisational need.

### **Desirable**

- Knowledge of fiqh of zakat.
- Knowledge of public and third sector organisations and processes.
- Experience of working in the Muslim community, charities and with mosques.

## **Training and role requirements**

- Induction workshop including zakat training prior to commencing position.
- Role specific training including training on client database.
- First 3 months probationary period and ongoing performance reviews.
- Must work in accordance to the National Zakat Foundations policies and guidelines.

## **How to apply**

Applications close on the 28<sup>th</sup> of January. Please submit a cover letter and CV to info@nzf.org.au by this date.