

Zakat Officer Position Description

Summary

Post title: Zakat Officer

Reporting to: Distribution Manager (Victoria)

Location: Melbourne, Victoria

Position Type: Voluntary Position

Pattern: One set weekday- 10am to 5pm or 8 hours

Start date: June 2017

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

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

Purpose and Role

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

Authority

Responsible to: Distribution Manager (Victoria)

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 21st of May 2017. Please submit a cover letter and CV to volunteer@nzf.org.au by this date.