

Position Description

POSITION TITLE	Coordinator, Youth and Communities
POSITION NUMBER	104341
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 6
POSITION TYPE	Fix Term Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Community Services / Youth and Communities
LOCATION/S	Lajamanu
SUPERVISOR	Program Manager, Youth and Communities
POSITIONS SUPERVISED	This position has two direct reports

PRIMARY OBJECTIVE

The Coordinator, Youth and Communities is responsible for overseeing the delivery of Youth and Community Programs for youth in community and working collaboratively on strategic and sustainable planning to promote community safety in the Region in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation.

KEY DUTIES AND RESPONSIBILITIES

1. Contribute to the strategic and sustainable development of Youth and Community services for youth in community and supervise, oversee and administer program services.
2. Provide support to the Program Manager, Youth and Communities to plan, design, implement and monitor strategies on the engagement of youth in sport and recreation activities by work collaboratively with community leaders, clients and community organisations.
3. Engage with program participants to provide high quality services and activities taking into consideration individual needs, using a strengths-based approach and engaging people in relevant interests and capacity building.
4. Supervise, coach and mentor the team and drive team practices to deliver quality services, ensuring that Council policy and WHS obligations are applied.
5. Use a people-centred approach that develops the aspirations and opportunities for aboriginal people in remote communities, ensuring flexibility in program delivery.
6. Coordinate Youth and Community Safety employees in this location through regular supervision, performance development and the identification of training and growth opportunities for all employees.
7. Provide detailed, regular reports / updates to the Program Manager, Youth and Communities on program status, risks and contingencies.
8. Be engaged in an effective and proactive health, safety and wellbeing culture.
9. Any other reasonable duties delegated by the Manager which are within level.

SELECTION CRITERIA

Essential

1. Diploma or Advanced Diploma in related discipline and/or substantial relevant experience in community services.
2. Demonstrated experience in the delivery of community services, with a focus on remote communities.
3. Proven experience in developing and maintaining positive working relationships with internal and external stakeholders in complex cultural settings.
4. Ability to lead, manage and develop employees from a range of cultural backgrounds.
5. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
6. Current Class C (Manual) Licence and willingness to undertake 4WD training and travel to and stay overnight in other remote communities as required.
7. Acceptable police check.
8. Ochre Card.

Desirable

1. Experience in working with Aboriginal people and / or people experiencing socio-economic disadvantage.
2. Experience in using community development approaches, techniques and frameworks.