

## POSITION DESCRIPTION AND SELECTION CRITERIA

<b>Position Title</b>	CDP Case Coordinator
<b>Reporting To</b>	CDP Operations Coordinator
<b>Classification</b>	Full Time Fixed Term`
<b>Level</b>	Level 6
<b>Locations</b>	Yuelamu

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### **OBJECTIVES OF THE POSITION:**

Operating under the direction of the CDP Operations Coordinator and in accordance with Council corporate plans, policies and relevant legislation this position is responsible for assessing the needs of disadvantaged job seekers and assisting them to gain sustainable employment by preparing and implementing individualised plans and providing employment skills, training, placement and support services.

### **DUTIES AND RESPONSIBILITIES:**

- Meet with Council Service Manager on a weekly basis.
- Ensure that 100% of eligible jobseekers have a monthly contact appointment scheduled.
- Support eligible participants to apply for vacancies and paid work assignments.
- Commence all eligible CDP participants into WftD activities
- Ensure participants receive high quality case management at all times and are referred to activities of their interest and capacity.
- Ensure jobseeker compliance and record keeping is met and kept to a high standard.
- Adherence of KPI's (as per document "CDP Case Coordinator KPI's), involving bi monthly tracking and review by direct supervisor.
- Refer the job seeker to relevant support services as required and appropriate.
- Provide follow up contact and support to job seekers once they commence employment (i.e. post placement support).
- Develop strategies to ensure CDP clients are engaged and completing Job Plans.
- Ensure client feedback is collected and responded to in a sensitive and timely manner.
- Regularly liaise with all members of the CDP team to ensure a coordinated, holistic and client focussed delivery of CDP services.
- Liaise effectively with all levels of staff within the Council, external agencies and outside organisations, to assist in the smooth implementation of CDP into the region.
- Ensure discretion and confidentiality is adhered to and promote the Council's image as an efficient and effective organisation.
- Actively seek opportunities for hosting arrangements with other providers.

- Follow reasonable and lawful instructions received from CDP Manager, Operation's Coordinator, Senior Activity Coordinator, Council Service Manager and other members of Senior Management.
- Abide by WHS legislation as per Council guidelines. This includes WHS audits and attending Tool Box Talks and any other recommendation made by the WHS Coordinator, or members of Management.

### **Key selection criteria:**

#### **Essential:**

- Proven ability to build rapport and maintain effective relationships with clients, peers and relevant agencies;
- Highly developed interpersonal skills, i.e good listener, empathy and developed emotional intelligence;
- Demonstrated high level professionalism, compliance and attention to detail;
- High level oral and written communication skills;
- Proven ability to manage time and work loads effectively to business priorities in a challenging environment;
- Sound computer literacy and data management skills;
- Experience working in cross cultural environments, including remote Aboriginal Australia;
- Solid experience in Employment Services and an understanding of strategies to address barriers to employment;
- Agreement to an NT Police Criminal History checks and hold a current C Class drivers license

#### **Desirable:**

- Knowledge of Local Government functions and responsibilities, and procedures and processes.
- Knowledge of CDP and an understanding of the aims, aspirations and challenges of the implementation phase.
- Formal qualifications in Social Work, Community Development or other related discipline

### **POSITION ATTRIBUTES**

#### **Level 6**

Level 6 covers administrative, technical or trades employees undertaking duties and responsibilities in excess of Level 5.

**Authority and accountability:** May be responsible for providing a specialised/technical service and for completing work with elements of complexity. May make internal and external recommendations which represent the employer to the public and/or other organisations.

Employees are accountable for the quality, effectiveness, cost and timeliness of the programs, projects or work plans under their control and for safety and security of the assets being managed.

**Judgment and problem solving:** Judgment and problem solving skills are required where there is a lack of definition requiring analysis of a number of options. Typical judgments may require variation of work priorities and approaches; some creativity and originality may be required. Guidance and counsel may be available within the time available to make a choice.

**Specialist knowledge and skills:** Employees have advanced knowledge and skills in a number of areas where analysis of complex options is involved.

**Management skills:** May provide higher level supervision of groups of operational, administrative, trades or technical employees. Employees supervised may be in a number of different work areas, requiring motivation, monitoring, managing and co-ordination to achieve specific outputs. Positions may require an understanding and implementation of relevant employment policies and practices.

**Interpersonal skills:** Skills to communicate with employees in lower levels and the public. Employees in this level are expected to write detailed and non-standard reports and correspondences in their field of expertise.

**Qualifications and experience:** Positions require working knowledge and experience of all work procedures for the application of technical, trades or administrative skills in the most complex areas of the job and suitable qualifications, which may include: diploma or advanced diploma; or appropriate in-house training or equivalent.

#### **ORGANISATIONAL RELATIONSHIPS:**

Reports to:	CDP Operations Coordinator
Supervises:	Nil
Internal Liaisons:	Managers, Coordinators and Workers
External Liaisons:	Stakeholders, Training Providers and other council services

#### **NOTE TO CANDIDATES**

The position will be expected to:

- Live on a remote Aboriginal community;
- Interact with and work alongside Aboriginal people who speak Anmatjere, Arrernte and/or Warlpiri as a first language.
- Drive a 4WD vehicle.
- Have a reasonable level of fitness and are generally in good health.
- Hold a current drivers licence.
- Hold a current first aid certificate or have the ability to obtain this qualification.

- Meet all the requirements of the Regional Council Code of Conduct in the performance of their duties.

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply.

Prior to appointment the successful applicant will need to provide a police clearance certificate and evidence of their eligibility to work in Australia.





## VISION – TWO WAYS, ONE OUTCOME

(Indigenous and non-indigenous people working together for the best outcomes)

two ways :: one outcome

### INFORMATION FOR APPLICANTS FOR THE POSITION OF CDP CASE COORDINATOR

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Central Desert Regional Council covers the following communities: Lajamanu, Yuendumu, Nyirripi, Yuelamu, Willowra, Ti Tree, Wilora, Nturiya, Pmara Jutunta, Laramba, Engawala, Atitjere and associated outstations plus a large area of currently unincorporated land.

Council has been operational since 1 July 2008, has an area of approximately 282,093 square kilometres and a population of 4,591.

#### CONTRACT

The successful applicant will be employed under a performance based contract for a fixed term to end of June 2018.

#### SALARY

The salary is Level 6 with a range depending on qualifications and experience of \$71,212.29 - \$75,876.50 per annum plus superannuation and holiday leave loading. Employment terms will be as per the CDRC Enterprise Agreement 2016-2019.

#### SUPERANNUATION

Employer contributes 9.5 % superannuation – employee shall have complete freedom of choice over the complying fund that their contributions are paid to, with the default being the State Wide Super.

#### SALARY SACRIFICING

Council has entered into a contractual relationship with Remserv to administer the salary packaging process on its behalf. Remserv is offering a suite of benefits which Council believes may be useful to our staff. For more information please contact them on [remserv@remserv.com.au](mailto:remserv@remserv.com.au) or on 1300 30 39 40.

Staff are encouraged to seek independent financial advice over salary packaging.

**NOTE:** Local Government Councils are not entitled to Public Benevolent Institution Taxation Benefits and consequently Council can not legally offer such benefits.

#### ANNUAL LEAVE

The employee is entitled to 6 weeks annual leave per annum or 4.385 hours annual leave for every week of continuous service.

### **LONG SERVICE LEAVE**

LSL will be in accordance with the Long Service Leave Act of the Northern Territory as amended.

### **PERSONAL LEAVE**

- a) An employee may take paid Personal/Carers' Leave if the leave is taken:
- Because the employee is not fit for work because of a personal illness, or personal injury affecting the employee; or
  - To provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:
    - A personal illness, or personal injury, affecting the member, or an unexpected emergency affecting the member.
    - For dealing with the consequences of domestic violence to the employee, immediate family or a member of the employee's household.
    - For paternity leave purposes to a maximum of three weeks
- b) The amount of personal leave to which the Employee is entitled depends on how long they have worked for the Employer and shall accrue at the rate of one day per month for each completed month of service .ie. 12 days per annum or 1.754 hours per week.
- c) The Employee is entitled to use up to 10 days as additional non cumulative paid bereavement leave per annum if a member of the Employee's immediate family or household dies.
- d) The entitlement to carer's or bereavement leave is subject to the person taking the leave being either a member of the Employee's immediate family or a member of the Employee's household.
- e) An employee, other than a casual employee, is entitled to two (2) days of paid compassionate leave for each occasion when a member of the employee's immediate family, or a member of the employee's household,:
- contracts or develops a personal illness that poses a serious threat to his or her life
  - sustains a personal injury that poses a serious threat to his or her life
  - dies

### **STUDY LEAVE**

The employee is entitled to 3 hours per week (including travelling time) for study leave by agreement with the relevant Director.

An employee who undertakes an approved course of study, or conference and training shall be reimbursed in any one year up to a \$1,000 for approved study costs (other than supplementary examinations and late enrolment or late entry fees).

### **LEAVE WITHOUT PAY**

Leave without pay provisions apply as approved by the CEO.

### **HOURS OF WORK**

38 hour week plus reasonable additional hours. A standard day is 7.6 hours unless otherwise authorized by Council.

### **CEREMONIAL LEAVE**

Generous leave conditions (10 days per annum) for cultural or spiritual beliefs will apply to employees who are adherent to Aboriginal culture and who practice Aboriginal spiritual beliefs.

### **PUBLIC HOLIDAYS**

The employee is entitled to statutory public holidays and Northern Territory gazetted public holidays for the region.

Additionally, the Council closes down between Christmas and New Year and the 3 working days involved are granted as leave with pay.

### **PROBATION**

The employee's employment will be subject to an initial probationary period of six months.

### **RELOCATION EXPENSES**

The Regional Council's relocation policy which is on the website will apply.