



two ways :: one outcome

POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title	Communities Coordinator
Reporting To	Operations Coordinator East
Classification	Full Time Fixed Term
Level	Level 5
Location	Based in Ti Tree

OBJECTIVES OF THE POSITION:

This position is based in a remote regional centre and operating under the direction of the Area Coordinator East and the Y&C Manager, and in accordance with Regional Council corporate plans and policies and relevant legislation. The Y&C Coordinator is responsible for the oversight of the Y&C team and service delivery, including Youth, Sport & Recreation (YSR) activities and Community Safety Patrols. The role includes supervising, mentoring and providing support to Community Sport and Recreation Officer's (CSRO's), Community Safety Patrol Officers, volunteers within the Central Desert Regional Council.

DUTIES AND RESPONSIBILITIES:

- To ensure the running of an effective and comprehensive Youth, Sport & Recreation Program that delivers activities that are meaningful, stimulating and culturally, including supervision of Community Sport & Recreation Officers (CSRO's) in community
- Supervise and collaborate with the CSP Team Leaders and their crews to deliver an effective Community Safety Patrol (CSP) in the community; including meeting operational and reporting requirements
- To ensure mentoring provided to the Y&C team is sustainable, builds capacity of local staff and is aligned to the Central Desert Regional Policy and Procedures Manual.
- Maintain all relevant infrastructure and facilities with the support of the Area Coordinator West.
- Provide accurate and timely reports upon request from management.
- Effectively contribute as a member of a team in the Central Desert Regional Council and promote a safe and harmonious work environment.
- Carry out any other duty delegated by the Y&C Area Coordinator West relevant to the delivery of the Youth & Community Services.

SELECTION CRITERIA

Essential

- An awareness of issues affecting Aboriginal people in remote locations and ability to operate effectively in a cross-cultural environment.
- Demonstrated experience in Youth, Sport and Recreation (YSR) or Night Patrol, displaying knowledge of inclusiveness and sustainability.
- Demonstrated experience in the delivery of community services, with a focus on remote communities.
- Well developed oral and written communication skills including the ability to;
 - Consult and negotiate sensitively and effectively with Aboriginal people,
 - Use computer programs to produce clear and sound based reports in a timely manner,
 - Liaise effectively with a variety of stakeholders.
- Competent decision making skills and an analytical approach to problem solving.
- Sound knowledge of and empathy for Equal Employment Opportunity principles and Workplace Health and Safety requirements.

Desirable

- Tertiary qualifications and/or relevant experience.
- Possession of Certificate IV in Youth Work or Sport and Recreation will be an advantage
- Possession of Certificate or experience in Night Patrol, Criminal Justice, Mediation or Community Safety Patrols will be an advantage.

POSITION ATTRIBUTES:

Level 5

Level 5 covers operational and administrative employees undertaking duties and responsibilities in excess of Level 4 and is the entry level for technical and trades employees.

Authority and accountability: Work performed is within general guidelines. May supervise work or provide on-the-job training, based on their skills and/or experience, to employees of the same or lower levels. Responsible for leading employees in operational duties or the application of trades, administrative or technical skills.

Judgment and problem solving: The nature of the work is clearly defined with procedures well understood. Tasks performed may involve selection from a range of existing techniques, systems, equipment, methods or processes. Guidance is available from more senior staff.

Specialist knowledge and skills: Requires demonstrated competence in a number of key skill areas related to major elements of the job. Proficiency in the application of standardised procedures and practices. May also include the operation of tools, plant, machinery and/or equipment, in accordance with the requirements of the position. Performance of trades and non-trade tasks incidental to the work.



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Management skills: Provide employees with on-the-job training, guidance and basic knowledge of workplace policies and procedures. Employees may lead small groups of employees at the 'work face'.

Interpersonal skills: Employees at this level require effective communication skills to enable them to communicate with clients, other employees and members of the public and in the resolution of routine and usual matters.

Qualifications and experience: Qualifications or relevant experience in accordance with the requirements of work in this level which may be acquired through:

- (a) a trade certificate or equivalent;
- (b) completion of accredited/industry-based training courses equivalent to a Certificate IV (non-trade); and/or knowledge and skills gained through on-the-job training

Note to Candidates

The Communities Coordinator will be expected to:

- Work with Aboriginal people that speak Anmatjere, Arrernte, Alyawarra and/or Warlpiri as a first language.
- Drive a 4WD vehicle.
- Have a reasonable level of fitness.
- 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 Council Code of Conduct in the performance of their duties.
- Hold a valid Working with Children (Ochre) Card

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