



two ways :: one outcome

## POSITION DESCRIPTION AND SELECTION CRITERIA

<b>Position Title</b>	<b>Community Coordinator</b>
<b>Reporting To</b>	<b>Youth and Communities Area Coordinator East</b>
<b>Classification</b>	Fixed Term
<b>Level</b>	Level 4
<b>Location</b>	Based in Engawala

### 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 East.
- 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 East 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.

The Community 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 first aid certificate or have the ability to obtain this qualification.
- 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.



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## **VISION – TWO WAYS, ONE OUTCOME**

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

### **INFORMATION FOR APPLICANTS FOR THE POSITION OF COMMUNITY COORDINATOR**

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Central Desert Regional Council is a council that covers the following communities: Anmatjere, Atitjere, Engawala, Lajamanu, Laramba, Nyirripi, Yuelamu, Yuendumu, Willowra; as well as a large area of currently unincorporated land.

The Regional Council which has been operational as from 1 July 2008 has an area of approximately 282,093 square kilometres and a population of 4,591.

#### **SALARY**

The salary is Level 4 (Salary \$61,583 per annum plus 9.5% superannuation plus 17.5% pro rata Annual Leave Loading). The current Enterprise Agreement expires on 30<sup>th</sup> June 2019. Salary and working conditions after June 30, 2019 will be subject to the Enterprise Agreement in place.

#### **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 Superannuation Scheme.

#### **ANNUAL LEAVE**

Six weeks per annum annual leave is provided to a permanent, full time employee. A loading of 17.5% of salary shall be paid to the employee when taking leave. Annual leave is managed as per Council policies.

#### **LONG SERVICE LEAVE**

Long Service Leave is provided as per the *Long Service Leave Act (NT)* and section 109 of the *Local Government Act*; and is managed according to Council policy.

#### **PERSONAL/CARERS' LEAVE**

A permanent full time employee accumulates Personal/Carers' Leave at the rate of 1.754 hours per week.

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

The term immediate family includes:

- spouse, de facto partner, child (including foster child), parent, grandparent, grandchild or sibling of the employee

An employee, or if unable, a representative, must notify their supervisor of their non-attendance within 30 minutes of their commencement time, or as early as reasonably practicable thereafter, in order to use that day as personal/carers' leave.

### **STUDY LEAVE**

Employees may apply for study leave to undertake courses of study that are additional to the training and development opportunities directed by Council. Approval is at the discretion of the Chief Executive Officer.

### **LEAVE WITHOUT PAY**

The Chief Executive Officer may grant leave without pay for reasons not covered by other types of leave only after all other types of leave have been exhausted.

### **HOURS OF WORK**

The ordinary hours of work will be 76 hours per fortnight.

A standard day is 7.6 hours, Monday to Friday unless otherwise authorised by Council

### **CEREMONIAL LEAVE**

An employee who has been employed by Council for a minimum of six months and who is required to perform cultural or ceremonial duties may, on the production of evidence satisfactory to the CEO, be granted up to ten (10) days leave per year for such duties.

Where this involves time away from work employees must first utilise TOIL and annual leave before utilising cultural/religious leave.

Cultural leave does not accumulate from year to year.

## **PROBATION**

This role will be subject to an initial probationary period of six months.

