



POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title	Community Coordinator - Lajamanu
Reporting To	Youth and Communities Area Coordinator West
Classification	Fixed Term
Level	Level 4/5
Location	Based in Lajamanu

OBJECTIVES OF THE POSITION:

This position is based in a remote regional centre and operating under the direction of the Area Coordinator - West, and in accordance with Regional Council corporate plans and policies and relevant legislation. The Youth & Community Coordinator is responsible for the oversight of the Y&C team in Lajamanu and service delivery, including Youth Patrol (YP) activities and Community Safety Patrols. The role includes supervising, mentoring and providing support to the Youth Patrol officer, Community Safety Patrol team and volunteers within the Central Desert Regional Council.

DUTIES AND RESPONSIBILITIES:

- Supervise and collaborate with the Lajamanu Community Safety Patrol (CSP) Team Leaders and their crews to deliver an effective Community Safety Patrol (CSP) in the community; including relevant reporting requirements
- Work closely with the Youth Patrol Team Leader and the Warlpiri Youth Development Aboriginal Corporation Youth Program in Lajamanu to design and implement youth activities and opportunities in Lajamanu
- To ensure mentoring provided to the Y&C Lajamanu 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 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 Patrol or Night Patrol, displaying knowledge of inclusiveness and sustainability.
- Demonstrated experience of being responsible for the supervision of staff, and team development
- 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 4

Level 4 covers operational and administrative employees undertaking duties and responsibilities in excess of Level 3 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.

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 Youth & 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.

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

Applications will not normally be acknowledged on receipt. Only short listed applicants will be contacted regarding the next phase in the selection process. To those applicants who are not short listed, we extend our thanks for considering Central Desert Regional Council as a potential employer.

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)

INFORMATION FOR APPLICANTS FOR THE POSITION OF COMMUNITY COORDINATOR

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 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.