

Position Description

POSITION TITLE	Coordinator, CDP Engagement
POSITION NUMBER	104121
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 6
POSITION TYPE	Permanent Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Community Services / Community Development Program (CDP)
LOCATION/S	Anmatjere / Laramba / Willowra / Yuelamu / Yuendumu
SUPERVISOR	Senior Coordinator, CDP Engagement / Program Manager, CDP Engagement
POSITIONS SUPERVISED	This position has no direct reports

PRIMARY OBJECTIVE

The Coordinator, CDP Engagement is responsible for embracing a holistic response which empowers Aboriginal people through self-determined pathways that build community, individual capacity and meaningful work in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation. The role contributes to a team embedded in one of CDRC's Remote communities to deliver case management, support, activities and employment outcomes and works with individuals in the community to create place based solutions that achieve training and employment outcomes and activities which contribute to the life and fabric of the community.

KEY DUTIES AND RESPONSIBILITIES

1. Use a people-centered approach that develops the employment ambitions, aspirations and opportunities for a boriginal people in remote communities.
2. Coordinate CDP employees in this location through regular supervision, performance development and the identification of training and growth opportunities for all employees.
3. Engage with participants to provide high quality CDP services and activities by:
 - a. Ensuring CDP participants have support to meet their mutual obligations;
 - b. Ensuring eligible jobseekers have regular appropriately scheduled appointments ;
 - c. Supporting CDP participants to apply for suitable vacancies and work assignments ;
 - d. Assisting CDP participants to overcome barriers to employment; and
 - e. Developing individual, personalised jobseeker plans that use a strengths based approach and engages people in relevant interests and capacity building.
4. Achieve quality service delivery per agreed standards and KPIs by:
 - a. Ensuring jobseekers receive personalised high quality case management that engages them in relevant interests and capacity development;
 - b. Ensuring jobseeker record keeping is compliant and to a high standard;
 - c. Providing follow up contact and support to job seekers once they commence employment; and
 - d. Providing regular, high quality verbal and written reports on programs and activities.
5. Be engaged in an effective and proactive health, safety and wellbeing culture.
6. 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 employment, training or community services.
2. Demonstrated ability to plan and deliver engaging program activities.
3. Demonstrated ability to deliver outcomes within legislative and funding frameworks.
4. Demonstrated ability to provide interesting, accurate and timely reports on services and activities.
5. Demonstrated ability to work productively and harmoniously as part of a team.
6. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
7. Current Class C Licence (preferably manual).
8. Acceptable police check.
9. Ochre Card.

Desirable

1. Experience in working with Aboriginal people and / or people experiencing socio-economic disadvantage.
2. Experience in training, mentoring or supervising, staff and/or volunteers.
3. Experience in leading community development, employment or training focused activities.
4. Experience in using community development approaches, techniques and frameworks.