

# Position Description

<b>POSITION TITLE</b>	Senior Coordinator, CDP Engagement
<b>POSITION NUMBER</b>	104130
<b>AWARD</b>	Local Government Industry Award
<b>CLASSIFICATION</b>	CDRC Enterprise Agreement – Level 7
<b>POSITION TYPE</b>	Permanent Full Time (38 hours per week)
<b>DIRECTORATE/PROGRAM</b>	Community Services / Community Development Program (CDP)
<b>LOCATION/S</b>	Laramba / Willowra / Yuelamu
<b>SUPERVISOR</b>	Regional Manager, Community Development Program
<b>POSITIONS SUPERVISED</b>	This position has four direct reports

## PRIMARY OBJECTIVE

The Senior 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 leads and inspires a team embedded in one of CDRC's smaller remote communities to deliver case management, support, activities and employment outcomes and engages with 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. Drive a people-centered approach that develops the employment ambitions, aspirations and opportunities for Aboriginal people in remote communities.
2. Lead engagement with the local community and external and internal stakeholders to develop place-based solutions to employment, training and community participation activities, and develop strategies to achieve and deliver these goals.
3. Coordinate CDP employees in this location through regular supervision, performance development and the identification of training and growth opportunities for all employees.
4. Monitor and participate in the provision of all 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.
5. Monitor quality service delivery per agreed standards and KPIs including: Quality of case management, record keeping, proactive follow up and reporting on identified indicators.
6. Be engaged in an effective and proactive health, safety and wellbeing culture.
7. Any other reasonable duties delegated by the Manager which are within level.

## SELECTION CRITERIA

### Essential

1. Diploma in related discipline with considerable relevant experience in the administration of employment, training or community service programs.
2. Demonstrated ability to lead, manage and develop employees from a range of cultural backgrounds.
3. Demonstrated ability to plan and deliver engaging program activities.
4. Demonstrated ability to deliver outcomes within legislative and funding frameworks.
5. Demonstrated ability to provide interesting, accurate and timely reports on services and activities.
6. Demonstrated ability to cultivate and develop a productive and harmonious team.
7. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
8. Current Class C Licence (preferably manual).
9. Acceptable police check.
10. Ochre Card.

### Desirable

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