

<b>POSITION TITLE:</b>	Office Coordinator	<b>DATE:</b>	November 2016
<b>LEVEL:</b>	Coordinator	<b>SALARY:</b>	By negotiation
<b>REPORTS TO:</b>	Management, WYDAC Board	<b>DEPT:</b>	Administration
<b>APPROVED BY:</b>	CEO	<b>SUPERVISES:</b>	WYDAC Staff

**CEO SIGNATURE:**

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***PART A: ABOUT WYDAC (MT THEO PROGRAM)***

**BACKGROUND**

Warlpiri Youth Development Aboriginal Corporation (WYDAC), formerly Mt Theo Program) was started by Yuendumu Community in 1993 to address chronic petrol sniffing in Yuendumu. WYDAC achieved unprecedented community success in this initial struggle, which led to considerable growth in the scope of the services provided. WYDAC now provides a comprehensive range of programs that deliver diversion, development, treatment, and leadership services throughout the Warlpiri region.

WYDAC was created by, and for, Warlpiri people, and is governed by a Warlpiri Committee. WYDAC head office is located in Yuendumu Community, and WYDAC has permanent staffing and operations at five different Warlpiri sites - Yuendumu, Willowra, Nyirrpi, Lajamanu remote communities and Mt Theo Outstation. The notable, and sustainable, success of the program has been firmly based on the support and strength of local Warlpiri youth and their communities, as well as the ongoing commitment of staff.

The program aims to promote positive and meaningful pathways for all young Warlpiri people and, in turn, their families and communities. This is done through an extensive range of complementary, community-based programs, which are summarised briefly below.

1. *Youth Development and Leadership Programs*  
*Yuendumu (Jaru Pirrjirdi), Willowra, Nyirrpi and Lajamanu, including Yuendumu Pool*
2. *Client Services*  
*Mt Theo Outstation, Warra Warra Kanyi and Outreach Counselling Services*
3. *Management and Administration*
4. *Program Infrastructure Support*  
*Mechanical Training Workshop and Infrastructure Department*

## **VISION - Strong Young People - Strong Communities**

We believe that health is not only the physical wellbeing of the individual but refers also to the social, emotional, cultural and spiritual wellbeing of the community. We strive to support young Warlpiri people from all over the region to achieve their full potential as human beings, to build strong futures for themselves and their communities.

## **PROGRAM OBJECTIVES**

WYDAC identifies the following as fundamental objectives

- Provide positive and healthy activities for young people to engage in community
- Provide education, training and employment opportunities for young people
- Provide counselling and rehabilitation for young people suffering at risk issues
- Keep Warlpiri culture and communities strong through youth leadership and development activities
- Share knowledge and skills with other Aboriginal nations

## **VALUES**

WYDAC is firmly committed to the principles of community development and local governance. We work co-operatively with the community and other agencies to support and maintain equity and equal opportunity for Aboriginal and Torres Strait Islander people in accessing culturally appropriate primary health care services. Our guiding principles are:

- Self-respect and respect for others
- Respect for elders and sharing their stories with young people
- Honesty and truth
- Looking after land
- Looking after young people in trouble
- Listening to each other
- Yapa and Kardiya working together

## **PART B: POSITION SPECIFICATIONS**

### **THE POSITION**

The Office Coordinator is responsible for the management of the administration team. This includes providing supervision and support to the Payroll Officer, Administration Officer, Quality Officer and Reception Workers.

The role of the administration department is to provide efficient and effective financial, HR and administration support to all WYDAC organisational departments across various program locations.

### **REPORTING RELATIONSHIPS**

The Office Coordinator reports directly to the Operations Manager and is responsible to Management and the WYDAC Board.

#### **1. DUTIES AND RESPONSIBILITIES**

## **PRIMARY DUTIES**

### **Financial Management**

- Preparation of weekly and fortnightly payroll for accountant
- Support the Account Officer in the preparation of accounts for processing
- Data entry for accounting and financial processes
- Respond to account queries
- Management of suppliers and goods received
- Management of debtors list
- Tasks as required to ensure quality management processes

### **Quality Management**

- Work with the Management team and quality officer to fulfill financial and organisational requirements of the Program through Quality Management processes.

### **Human Resources Management**

- Maintain HR records
- Preparation of salary information for processing
- Staff reimbursements
- Leave tracking

## **RESPONSIBILITIES**

### **Office Management**

#### **Reception:**

- Manage reception staff and tasks

#### **General office:**

- Manage all office administrative functions:
  - Maintain office supplies and equipment
  - Filing, faxing, photocopying
  - Ensuring print and fax area is tidy and documentation in appropriate boxes
  - Manage supplies of promotional materials
  - Manage office cleaning
- Minutes for Committee and team meetings and AGM
- Administrative support for Committee members
- Manage visitor accommodation
- Travel and accommodation bookings
- Catering for office meetings and events

## ***PART C: PERSON SPECIFICATIONS***

### **1. QUALIFICATIONS AND KNOWLEDGE**

#### **REQUIRED**

- Demonstrated understanding of, and experience in working with cross-cultural persons and community development, preferably in a remote context.
- Experience with accounts and payroll management
- Experience working in administrative and management roles
- Excellent oral and written communication skills
- Excellent computer skills and experience working with spreadsheets and databases
- Demonstrated ability to work in a team
- Demonstrated capacity for resourcefulness, self-motivation and independent decision making
- Demonstrated negotiation skills

- Demonstrated stress management skills
- Current driver's license

### **PREFERRED**

- Ability to generate reports appropriate for internal and stakeholder requirements
- Experience working with young people
- Relevant tertiary qualifications

### **2. STANDARDS OF PRACTICE**

- Maintain high professional standards of practice.
- Participate in ongoing training and professional development of self and others.

### **3. ADDITIONAL FACTORS**

- Possession of a current 'C' Class Open Driver's License valid in Northern Territory.
- Applicants will be required to obtain a criminal history check and NT Ochre Card

### **ENDORSEMENT**

The preceding information is an accurate statement of the requirements and employment of this position, at this time.

Signature (CEO) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I have read and understand the duties and requirements of the position as described in this position description and agree to be employed under such conditions and the relevant Award.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_