

POSITION DESCRIPTION

1. POSITION DETAILS			
Position Title	Youth Services Coordinator	Designation & Classification Level	LGIA Level 5
Position No		Directorate	Council and Community Services
Division	Youth Services	Date Created	July 2017
Location	Various	Date Approved	
Reports To	Regional Manager Community Safety	Version Date	13 July 2017
2. POSITION CONTEXT			
Council Overview	<p>The Roper Gulf Regional Council provides a range of support services for residents that spans an area of 185,000 sq km (80% the size of Victoria) on the South Eastern region outside of Katherine, Northern Territory. The total estimated resident population of the Council is 6,919.</p> <p>The Council incorporates 11 communities where core and agency services are delivered such as Council Administration, Waste Management, Postal and Tourism support, Youth, Sport & Recreation Services, Aged Care Support, Child Care Support, Library Facilities, CDP Programs, Essential Services, Power and Water services, Night Patrol and many more.</p> <p>The Council's mission statement of "Working as one towards a better future through effective use of all resources" combines a strategic direction for the all areas in Core Services and Non-Core Services in providing services "in the bush". The Council works in partnership with Federal and State governments and with a range of community organisations to make a real difference to the well-being of community residents in remote East Northern Territory.</p> <p>The overall vision of the Council is to be a Sustainable, Viable and Vibrant leader in improving the quality of family and community life in Northern Territory.</p>		
Principal Objectives	<p>To ensure that high quality counselling service, case management and referral are provided through the Youth Reconnect Program, a program of Roper Gulf Regional Council's Community Safety strategy.</p> <p>The Youth Services Coordinator reports directly to the Regional Manager of Community Safety and Coordinator of Night Patrol regarding the dynamics of the community safety program as well as reporting daily to the local Council Service Coordinator to;</p> <ul style="list-style-type: none"> • Ensure that all services provided are of a high quality at all times; • Work within limits of confidentiality and privacy appropriate to the program; • Work according to program guidelines and organisational policy. <p>The Youth Services program will:</p> <ul style="list-style-type: none"> • have meaningful activities that support and encourage young people to adopt pro-social and safer behaviours and build self-esteem, self-identity and confidence; • Implement strategies that support increased participation in social and community life; • Facilitate referrals to appropriate services and support programs (where needed); • Promote, through advocacy, a positive profile of young people and raise awareness of their needs, issues and achievements. • Provide information for young people and their families on relevant and appropriate services and issues impacting on their lives. • Work to encourage and foster the organised involvement of youth in the planning, promotion and provision of developmental projects, activities and services. • Support the CDP program with "Pathway" projects that seek to engage youth in accredited training, education re-engagement, community engagement and community participation. 		
Major Role and Challenges	<p>The Youth Services Coordinator is directly accountable to the Regional Manager Community Safety for;</p> <ul style="list-style-type: none"> • Effectiveness, appropriateness and safety of all activities undertaken by the Youth Services Program. • The timely performance of all duties and reporting requirements 		

	<ul style="list-style-type: none"> • Advice of matters requiring managerial or higher attention
Key Interactions/ Relationships	<ul style="list-style-type: none"> • Regional Manager Community Safety • Coordinator Night Patrol • Council Service Coordinators • Youth Services Team Members • Other Council Staff • External customers • Government and Non-government Agencies
Special conditions	<ul style="list-style-type: none"> • An incumbent may be required to drive considerable distances in the course of their duties and must possess a current Class C Drivers Licence with a manual driving capacity. • Some out of hours work, and occasional travel to remote communities necessitating overnight absences may be required. • Appointment will be to a specific and depending on organisational needs. The incumbent may be assigned to other areas to perform work of a similar nature appropriate to the classification on a temporary or continuing basis.
Authority to Act / Delegations	<ul style="list-style-type: none"> • Financial Delegations – Nil
3. KEY RESPONSIBILITIES	
Operational	<ul style="list-style-type: none"> • Participate in fortnightly supervision, team meetings and program development as required with the Community Safety and Community Engagement Team and the Director of Council and Community Services. • Provision of individual counselling and group programs to students and other clients, identified as youth at risk. • To maintain records and data as required by the organisation in the strictest of confidence. • To develop and maintain effective and respectful partnerships with community stakeholders including school community and appropriate service agencies. • Contribute to and participate in team and program development • Other duties as required by the Director of Council and Community Services and the Regional Manager of Community Safety.
Stakeholder Relationships	<ul style="list-style-type: none"> • Develop and maintain good networks with relevant government and community based agencies, representing RGRC in a professional manner at all times. Understand and accept the protocols of Councils and refer all issues outside the approved Youth Services Activity Plan to the supervisory and director positions. • Keep good records of conversations and minutes if available for all stakeholder meetings for records and reporting purposes.
Other Organisational Responsibilities	<ul style="list-style-type: none"> • To model behaviour that is reflective of core values, mission and vision of RGRC, which is also outlined in our Regional Plan and formal meeting pledge. • To maintain required licences and registrations including Driver Licence notification to any change of status • To maintain a valid Working with Children Check (Ochre Card). • Undergo periodic National Criminal History Record checks. • To maintain integrity in adhering to personal accountabilities such as working in a non-smoking work place, no smoking with or around clients, timeliness and other professional courtesies.

Other	<ul style="list-style-type: none"> To participate in RGRC Quarterly planning and coordination meetings. Attend all relevant meeting including staff meetings and training. Undertake any other duties as required which are considered relevant to the position and classification level. Compliance with relevant WH&S requirements relevant to the position. Compliance with all RGRC Policies and Procedures and keep up to date with new or amended policies and procedures. Remote travel and out of hours work/travel will be required. This position description is indicative of the range of job requirements. The position comprises other duties as required. We will collect personal information for the purposes of processing and considering your application for employment. We will use the information we collect from you only for these purposes and will not disclose any personal information contained in your application to nominated referees in order to verify statements contained in your application. Your personal information is kept secure and confidential and managed in accordance with our Privacy Policy. You must possess the minimum of a "C" class drivers licence
Work Health & Safety	<ul style="list-style-type: none"> Take reasonable care of his or her own health and safety Take reasonable care for the health and safety of persons who may be affected by the employees acts or omissions at a workplace Cooperate with his or her employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act or Regulation
4. POSITION SKILLS / KNOWLEDGE / EXPERIENCE SELECTION CRITERIA	
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Essential	<ul style="list-style-type: none"> Tertiary qualifications and post graduate experience in Psychology or Counselling. Demonstrated competence in using a broad range of intervention techniques relevant to children, youth and families. Sensitivity and appreciation in working with Indigenous children and their families. Understanding of human development theories, particularly child and adolescent development. Proven ability to develop effective partnerships and cooperative relationships with stakeholders. Evidence of good interpersonal skills, including an ability to understand the perspective of others, demonstrating genuine empathy and appreciation of youth at risk and a belief in the capacity of people to problem solve. Knowledge of relevant legislation relating to children and families. Willingness and capacity to work according to the values, mission and vision of RGRC, including the ability to work as part of a team, in a remote location and contribute to the development of the program Well-developed communication and interpersonal skills, including ability to communicate with all providers across a range of diverse cultural groups, in a fluent manner, both written and oral. Demonstrated ability to use technology, including word documents, email, electronic data bases. It is a condition of employment with Roper Gulf Regional Council that you must be an Australian Resident or hold and provide the relevant visa requirements to work within Australia; undertake a new criminal history check and update each year as required through out period of employment; and hold a current Working with Children Clearance Notice (OCHRE Card) at commencement of employment and lodge a new application prior to it expiring – the ochre card must be on you at all times throughout employment with RGRC.
Desirable	<ul style="list-style-type: none"> Previous experience in a similar role. An awareness of issues affecting Aboriginal people in remote locations.

5. ACKNOWLEDGEMENT

Appropriate delegate / director or manager		Date:	Signature:
Employee Name		Date:	Signature: