

# Coordinator Youth Services

## Position Description



<b>Position number</b>	Multiple Positions
<b>Directorate</b>	Community Services
<b>Department</b>	Youth Services
<b>Immediate Supervisor</b>	Manager Youth Services
<b>Supervising Positions(s)</b>	Team Leader Youth Services Youth Engagement Officers
<b>Level</b>	OP 6 – Operational

### Position Approval

Gina Lacey

Director Corporate Services

**27 / 03 / 2024**

Review and Approval Date

### Position Objective

Oversee the delivery of the MacDonnell Regional Council (MRC) Youth Services programs including the provision of operational support to remote based Youth Services teams throughout a designated region of MacDonnell Regional Council

### Key Duties and Responsibilities

- Co-ordinate the implementation of all aspects of MacDonnell Regional Council's Youth Services in designated communities
- Maintain reports, records and documents, providing accurate and timely reports to the Manager Youth Services as well as contribute to the development of detailed reports, and prepare external correspondence
- Recruit, supervise and mentor Youth Services staff. Contribute to building the capacity of local indigenous staff and create pathways for individual progression
- Undertake performance management of Youth services facilities, vehicles and resources
- Engage in building positive stakeholder relationships with key identified stakeholders
- Undertake regular collaboration with Youth Boards, Local Authorities and other community based organisations to ensure that Youth Services programs are responsive to community needs
- Participate in the planning, development and evaluation of MRC's Youth services in conjunction with Manager Youth Services and other service coordinators
- Assist in strategic planning and contribute to the development of new initiatives and funding opportunities in collaboration with Manager Youth Services and other service coordinators
- Develop and implement self-care procedures to support and sustain employee wellbeing

### Skills and Attributes

- Ability to lead, motivate and mentor team members to foster independence and increase local ownership of the services
- Decision making skills with a collaborative approach to problem solving
- High level of communication skills to communicate and build relationships with a diverse range of stakeholders, including local health clinics, local police, participants and their families
- Builds and sustains positive working relationships with team members
- Strong literacy, numeracy and computer skills to create non-standard reports, complete appropriate case note documentation and correspondence
- Willingness to train local staff on safe one on one support practices
- Be flexible, accountable and creative in the delivery of services
- Be a positive role model for young people

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### Role Requirements

#### Essential

- A relevant degree in youth or community development or another relevant field, or
- A minimum of 2 years work experience in either youth work, social work, youth justice
- Demonstrated ability to work effectively in a culturally and linguistically diverse environment
- Knowledge and understanding of principles of community led development
- Current NT manual drivers licence
- Ability to obtain and maintain NT Working with Children (Ochre) card
- Satisfactory completion of Criminal History Check

#### Desirable

- 4WD Certificate
- Current First Aid Certificate
- Previous experience in working for an organisation operating across multiple sites.

### Travel Requirements

This position can be based in Alice Springs or in community with approximately 60% of work time will require travel work in remote communities – including overnight stays – in the MacDonnell Regional Council area of service

### Physical Requirements

#### The role requires the following physical aspects:

- Sitting and/or standing for extended periods
- Working indoors in an office environment
- Working outdoors in direct sunlight
- Manual handling of objects below 10Kg
- Repetitive bending and twisting
- Travel in light aircraft or by 4WD vehicle on unsealed roads for lengthy periods

#### Employee Declaration

I have read and fully understood the position requirements as outlined in this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### Position Reporting Structure

