

Coordinator Youth Services

Position Description



Position number	Multiple Positions
Directorate	Community Services
Department	Youth Services
Immediate Supervisor	Manager Youth Services
Supervising Positions(s)	Team Leader Youth Services Youth Engagement Officers
Level	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

