



JOB OVERVIEW			
JOB TITLE	Community Development Program (CDP) Employment Coordinator		
JOB LOCATION	Various	WEEKLY HOURS	38
DIVISION / DEPARTMENT	Agency Services	SALARY	
DIRECT REPORTS	CDP Regional Manager	WORKING CONDITIONS	Must hold a current Criminal History Check (within the last 3 months) and a current working with Children's Clearance
REPORTS TO	CEO	EMPLOYMENT CONDITIONS	Victoria Daly Regional Council Enterprise Agreement 2018-2021.
POSITION DETAILS			
JOB PURPOSE	<p>The CDP Employment Coordinator is an integral part of the CDP site team. Deliver the Community Development Programme (CDP) contract in community. The Employment Coordinator will support jobseekers to identify individual goals for participation plans that lead to positive personal and professional development and encourage community participation to enable long-term employability and ensuring contractual compliance and quality outcomes on community for all stakeholders.</p>		
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Manage the delivery of job seeker case management services in community in compliance with the Community Development Programme contract, operational guidelines and Council's service delivery standards. 2. Organise and support training activities including partnering with internal and external stakeholders to deliver cost effective training on or off community. 3. Place job seekers in appropriate activities and work placements in accordance with the CDP guidelines. 4. Coordinate requisitions for goods and supplies in accordance with the approved budget. 5. Other reasonable duties as directed by the CDP Regional Manager. 6. Maintain staffing levels in accordance with the approved staffing structure to ensure a reliable and effective service. 7. Set targets for individuals which achieve contractual outcomes and obligations. 8. Conduct formal performance reviews and performance management meetings for each staff member. 9. Ensure staff have the opportunity to participate in regular staff meetings. 10. Arrange for staff to attend job-related training as required in accordance with their individual training plans. 11. Discuss and emphasise policies and procedures with staff regularly to ensure the workforce have a working knowledge of Council policies and procedures. 12. Set work plans for staff and oversee the development of activity plans for job seekers. 13. Maintain job seeker activity diaries on a daily basis. 14. Monitor and report against Key Performance Indications. 15. Prepare or contribute to any periodical and milestone reports. 16. Attend Local Authority and all-staff meetings and report on the progress of CDP activities. 17. In accordance with Council's Regional Plan and community priorities oversee CDP job seeker activities which contribute to personal, professional and community development. 18. Engage with the local community to deliver job seeker services that are culturally, socially and environmentally appropriate. 		

19. Interact with job seekers to foster professional, respectful relationships.
20. Work with employers to develop host agreements for job seeker activities and work placements.
21. Collaborate effectively with all departments of the Victoria Daly Regional Council and other stakeholders to optimise outcomes for job seekers, employers and the local community.
22. Establish and maintain positive and effective working relationships with Australian Government and Northern Territory Government and non-profit organisations.
23. Acquire and keep up-to-date knowledge of WHS matters.
24. Proactively raise WHS issues and ensure WHS matters are considered at regular staff meetings.
25. Gain an understanding of the nature of the hazards and risks associated with operations relevant to the business unit.
26. Ensure that all workers are made aware of and make use of hazard, incident and risk reporting systems.
27. Ensure that all staff participates in work, health and safety training relevant to their roles.
28. Ensure staff are issued with protective equipment (where required), uniforms, and equipment which is fit for purpose.

QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE

EDUCATION REQUIREMENTS

1. Tertiary qualifications in a related discipline (desirable) or previous experiences (essential).

EXPERIENCE & KNOWLEDGE REQUIREMENTS

2. Experience in the employment services sector in remote areas.
3. Demonstrated ability to analyse policies, procedures or legislation to solve problems or respond to enquiries.
4. Ability to plan, organise and implement program activities, educational workshops and training to effectively engage with job seekers.
5. Demonstrated organisational skills to coordinate and balance tasks efficiently in a team environment to achieve key performance indicators and operational targets.
6. Well-developed interpersonal skills, including the ability to manage and mentor staff, facilitate staff training, conduct meetings, and negotiate between parties to effectively resolve problems.
7. High level of written communication skills with the ability to write standard correspondence, reports, submissions and proposals that require original content.
8. Ability to develop positive, collaborative working relationships with a range of stakeholders.
9. Demonstrated ability to communicate effectively and sensitively with Indigenous people.
10. Demonstrated experience or awareness of issues affecting people in remote Indigenous communities.
11. Demonstrated knowledge and competence to be a safety leader and maintain a safe workplace.

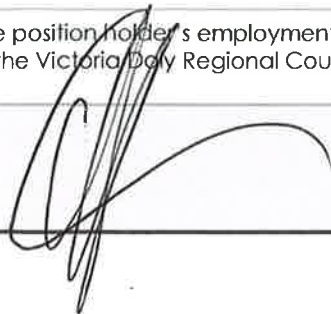
OTHER REQUIREMENTS

1. Previous experience living and working in remote communities.
2. Experience and/or qualification in human services, employment services, community welfare, social work or community development.
3. Knowledge and experience of case management and its practice with clients demonstrating complex needs and who may be culturally and linguistically diverse.
4. Ability to process comprehensive information on computers and online platforms.

PHYSICAL REQUIREMENTS

The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2018-2021.

APPROVED By
JOANNE SANGSTER
CHIEF EXECUTIVE
OFFICER



DATE
APPROVED

14/4/19