

Wyndham Community and Education Centre Inc

Job Description

Junubi Wyndham Coordinator

Job Description

General Information

Incumbent:	-
Classification:	Social, Community, Home Care and Disability Services Industry Award. Schedule B – Social and Community Services Employees Level 5.1 (\$41.49/hr)
Reports to:	Junubi Wyndham Manager
Hours:	38 hours per week
Core hours:	9:00 am – 5:06 pm Mon - Fri
Duration:	Ongoing, subject to funding

Position objective

The Junubi Wyndham Coordinator is responsible for the coordination of programs and services that support the South Sudanese community in Wyndham.

In this context, the Coordinator works closely with the Junubi Wyndham Program Manager in the coordination of staff and programs in line with an annual work plan provided by the Office of Youth (Department of Family, Fairness & Housing). In this role, the Junubi Wyndham Coordinator will develop and maintain close and cooperative working relationships with community, community leaders, local service providers and relevant government departments.

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Duties & responsibilities

1. Coordinate the Junubi Wyndham Program

- 1.1 Working closely with the Program Manager, coordinate the activities and programs contained in the CSG work plan and ensure outcomes are met
- 1.2 Build and maintain effective working relationships with existing service providers to increase awareness of the needs of South Sudanese communities in order to improve service access and delivery
- 1.3 Develop effective links with local community agencies and government services and departments
- 1.4 Research and analyse demographic trends to identify the needs of South Sudanese communities and implement relevant services and programs in response
- 1.5 Oversee the development and implementation of projects including community information programs
- 1.6 Advocate on behalf of clients with the aim of improving their access to services and resources
- 1.7 Actively promote continuous improvement and coordination of services, programs and activities
- 1.8 Oversee and assist where necessary in the provision of information, advocacy and referral of clients to other appropriate agencies and services as required
- 1.9 Coordinate the collection and maintenance of all required statistical information

2. Networks

- 2.1 Provide administration for the Local Reference Group (LRG) – community meetings and network meetings including
 - Ensuring agendas and minutes are recorded and distributed in a timely manner
 - Following up action items and liaison with LRG representatives to ensure implementation of any recommendations
 - Taking appropriate steps to ensure that LRG operates in accordance with the Terms of Reference
- 2.2 As required, represent Junubi Wyndham at meetings arranged by the Office of Youth

3. Supervision of Junubi Wyndham staff

- 3.1 Supervise the day to day activities of Junubi Wyndham Project Officers and Youth Workers to ensure the efficient and effective provision of services to eligible clients
- 3.2 Conduct regular meetings with Junubi Wyndham staff including the preparation of agendas and minutes
- 3.3 Oversee professional development of Junubi Wyndham staff and encourage attendance at external meetings and conferences
- 3.4 Oversee participation of volunteers within Junubi Wyndham

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4. *Source Funding Opportunities*

4.1 Actively research funding opportunities

4.2 In consultation with the Program Manager, write grant submissions for appropriate projects that includes

- completing all administrative requirements in relation to successful grant applications
- ensuring grants are acquitted in accordance with organisational requirements and set deadlines

5. *Produce reports*

5.1 Working with the Program Manager contribute to quarterly reports submitted to the Office of Youth

5.2 As required, work with the Program Manager to prepare additional reporting requested by the Office of Youth, the LRG or Wyndham CEC Senior Management

6. *Other requirements*

6.1 Take on other duties consistent with the position as directed by the Program Manager

6.2 Participate in meetings as required

Important notes

Maintain confidentiality of clients, staff & office operations and support staff & students with any identified needs.

Promote the objectives of the Wyndham Community and Education Centre Inc. as stated in its Rules of Association and Vision & Mission statements.

All staff should have a basic understanding of Occupational Health and Safety requirements and must ensure that their work practices reflect this.

In response to the Betrayal of Trust Inquiry, the Victorian Government introduced Child Safe Standards. Wyndham CEC has a commitment to child safety and zero tolerance of child abuse

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Key Selection Criteria

The person for this position will meet the following criteria:

- 1 Demonstrated knowledge of the needs of local South Sudanese communities
- 2 Proven ability to effectively communicate with, and relate to, a wide range of people in the community and within an organisation
- 3 Evidence of strong written communication skills, including report writing and grant applications
- 4 Strong administrative and organisational skills, ability to independently manage time, and be able to prioritise and plan work to meet set timelines in an environment of competing priorities
- 5 Ability to lead a team and supervise staff and volunteers

Qualifications

Mandatory

- Appropriate qualifications in a relevant field.
- Current Working with Children Check and National Police Check.
- Current Victorian Drivers Licence