

Role profile

Title:	Coordinator
Classification:	SAC Level 5 + Super
Business unit:	Cherbourg Wellbeing Indigenous Corporation Justice Reinvestment
Service area:	Cherbourg
Location:	Cherbourg
Employment type:	Full-time.
Job duration:	12 Month contract with possibility of extension.
Mandatory qualifications or other requirements:	<p>This is an Identified position. Applicants must be of Aboriginal or Torres Strait Islander descent and be recognised in the community as such. Must be a holder of a Working with Children Blue Card.</p> <p>Hold a Class C QLD Drivers Licence.</p> <p>Formal tertiary qualifications are not mandatory. Experience in staff management, the Youth Justice Act and contemporary issues facing indigenous youth and communities.</p>
Closing date:	12 mid-day Friday 22nd June 2024
Contact for further information:	Warren Collins 04168722478

Cherbourg Wellbeing Indigenous Corporation (CWB) is a newly established organisation that is starting operations in the Justice Reinvestment area. CWB is passionate about reducing the rate of our children, Youth and adults coming into contact with the Justice system and reducing the number of our people who are being incarcerated.

Role scope

In conjunction with the Board, and the Manager, lead and coordinate the delivery of high quality services to clients and community through quality case management and service delivery. Coordinate staff to provide coordinated responses to client needs and meet the requirements of relevant legislation.

Principal responsibilities of this role

- Manage and coordinate staff.
- Allocate, prioritise and perform work tasks in accordance with funding guidelines, activity plans procedures and statutory, financial and administrative delegations.
- Provide supervision to staff in the use of evidence based skills and processes associated with the

reductions in youth coming in contact with the Youth Justice System.

- Actively participate as a member of the Management Team.
- Develop enduring service delivery partnerships with government and non-government sector to enhance the delivery and co-ordination of local services.
- Enhance the local regional community by actively practicing and promoting excellence in service delivery and identifying opportunities for improving client service.
- Work with the Board and Manager to develop and deliver programs that meet the needs of clients and the community.

Working relationships in this role

This role reports to the Manager and directly supervises Youth workers.

The nature of regional service delivery requires that close collaborative relationships will also be established with non-government organisations and other government agencies within the community and broader region.

Delegations

The Coordinator has financial and human resources delegations in accordance with the organisations financial and human resources policies.

How will you be assessed for this role?

Your merit will be assessed based on the following key capabilities:

- **Achieves results** - You negotiate responsibility for work outcomes, make effective use of individual and team capabilities, and reschedule and reorganise work to reflect change priorities.
- **Supports productive working relationships** - You build and sustain positive relationships with key stakeholders, consult team members on relevant decisions, and provide appropriate guidance regarding child protection service delivery. You identify team strengths, recognise differing work styles and work with team members to identify professional development needs.
- **Displays personal drive and integrity** - You understand and comply with relevant legislative, policy and practice frameworks, consistently model an honest, ethical and professional manner, and maintain effective performance levels, even in challenging circumstances.
- **Communicates with confidence** - You approach negotiations with a clear understanding of the issues and desired outcomes, and encourage the participation of relevant stakeholders. You explain complex information appropriately in both written and oral communication, tailoring your communication style and language according to the audience's level of knowledge, skill and experience.
- **Technical/role specific** – You recognise and articulate the interests of Aboriginal and Torres Strait Islander people, and have the capacity to consult and negotiate according to Aboriginal and Torres Strait Islander protocols. You know about and understand the issues that impact on both cultures in contemporary society.

Important information for applicants

- A probationary period may apply to the successful applicant (unless advised otherwise)
- Successful applicant will be subject to a criminal history check and/or blue and yellow card screening for roles that work with children and clients with a disability.
- Successful applicants may be required to disclose any previous serious disciplinary action
- Applications remain current for 12 months and may be considered for identical or similar vacancies
- Superannuation will be paid on salary.

How to apply

Send your current resume and covering letter addressing the key capabilities to Edwina Stewart

Email: edwinas@cherbourg.qld.gov.au. / Or hand in application at the Cherbourg Aboriginal Shire Council, **Community Services Office**.