

POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE: Senior Officer - Children's and Youth Services (Roving) ASP Based

COMMUNITY: Roving (Nyirripi, Yuelamu, Laramba, Ti Tree, Atitjere, Engawala)

REPORTING TO: Manager Children's and Youth Services

LEVEL: 5

PURPOSE OF THE POSITION:

Operating under the direction of the Manager Children's and Youth Services, and in accordance with Council's corporate plans and policies and relevant legislation, this position is responsible for the direct supervision of Council's Children's Centre Based services and Youth, Sport and Recreation programs when backfilling is required or when vacancies occur.

DUTIES AND RESPONSIBILITIES:

- Coordinate the day-to-day operations of the services or programs ensuring they conform to all, internal and external reporting requirements; licensing/industry standards and legislative requirements.
- Ensure the services and programs are operated in a safe, inclusive, caring and stimulating manner for all children and young people.
- Ensure relevant infrastructure, facilities and resources are in good working order.
- Mentor, support, motivate and provide on the job training to staff and when required, undertake annual performance appraisals and recruitment processes.
- Provide high-level policy and program advice to the Manager and prepare documents that support program delivery, as required.
- Ensure the provision of high quality customer services, respecting the diversity and complexity of children, young people and families.
- Liaise with and develop positive working relationships with key community stakeholders to ensure the delivery of services in the most cost effective and culturally appropriate manner.
- Address any concerns of parents through sharing information and negotiating positive outcomes, reporting to the Manager as necessary.
- Where appropriate, contribute to the support of clients by referring them to external services providers.
- Effectively contribute as a member of a team in the Central Desert Regional Council and promote a safe and harmonious work environment.
- Undertake other community development activities as required.

SELECTION CRITERIA

Essential:

- Minimum Cert IV in Education Support and /or extensive experience gained in accordance with the requirements of the work in this level.
- Demonstrated experience in delivering youth, sport and recreation programs or youth work.
- Demonstrated substantial experience working with Aboriginal people.
- A highly developed awareness of issues affecting Aboriginal people in remote locations and ability to provide effective leadership in a cross-cultural environment.
- Excellent interpersonal skills, key stakeholder engagement capacity and ability to resolve conflict.
- Experience in supervising, mentoring, supporting and motivating staff members, including programing and planning.
- Demonstrated sound decision making skills including an analytical approach to problem solving.
- Demonstrated ability to produce high quality documents that support program delivery.
- Demonstrated understanding of Work, Health and Safety Regulations and food safety requirements.
- Current Driver's Licence, Working with Children Card, First Aid Certificate with asthma and anaphylaxis accreditation or willingness to obtain.
- Ability to travel and live in remote communities for up to two week periods.

Desirable:

- Experience working and living in a remote Indigenous community or town.
- Diploma in Early Childhood Education or similar.