

# SOUTHERN JUNCTION COMMUNITY SERVICES



## POSITION DESCRIPTION

Job Title	<b>Coordinator</b>
Location	Southern Emergency Accommodation Service
Award/Non Award	Social, Community, Home Care & Disability Services Industry Award 2010
Classification	Level 4 [Crisis Assistance, Supported Housing (SA) Award ]
Status under Children's Protection Act 1993	Prescribed
Reporting Relationship	<ul style="list-style-type: none"> <li>• Reports to Team Leader</li> <li>• Works closely with:                             <ul style="list-style-type: none"> <li>- Team Leader and Residential Care Staff on-site</li> </ul> </li> </ul>
Link to SJCS Structural Framework	This position is placed at 'Team Member' level within the Structural Framework of Southern Junction Community Services Inc

### ORGANISATIONAL OVERVIEW

**Southern Junction Community Services** builds inclusive communities through an integrated approach to the provision of quality housing, community development and social support services. We work with people who are subject to social or economic disadvantage, other agencies, groups and individuals to overcome barriers and develop resilience.

#### Vision Statement

Southern Junction Community Services is a centre of excellence for integrated social practice that actively demonstrates that all individuals and groups are valued, included and enabled to participate in their communities.

#### Mission Statement

Southern Junction Community Services is people focused, flexible and responsive, with an emphasis on early intervention and prevention. Our work reflects the belief that every individual has the right to pursue and achieve independence and self-reliance.

#### Core Values

Southern Junction Community Services aspires to deliver flexible and responsive services that are underpinned by the following core values:

- **RESPECT** ~ Every person deserves to be treated with respect
- **TRUST** ~ Safety and trust are the foundations of healthy families and relationships
- **INCLUSION** ~ Inclusive communities value and embrace diversity
- **INTEGRITY** ~ Acting in a way that is honest, just and open to others

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### POSITION SUMMARY

The Coordinator is responsible for coordinating the day to day functions of a small team to provide individualised support to young people under Guardianship of the Minister housed within the SEAS sites.

The Coordinator works closely with internal and external stakeholders to provide a safe and secure homelike environment. The Coordinator also works to promote positive attitudes and lifestyle choices with the aim to improve the confidence and self-esteem of the young people.

### KEY RESPONSIBILITY & DUTIES

#### Client Support

- Support a small case load of young people to monitor progress against developed case plans.
- Develop and implement creative and effective approaches to address client issues in consultation with the client, Team Leader and Social Worker
- Liaise with the Educational Support Workers and Mentors to plan and coordinate activities based on education and recreation
- Monitor client behaviour and develop innovative responses to challenging behaviour within the SEAS model
- Contribute to the on-going review and planning for individual clients in consultation with Social Workers, Placement Services Unit and Team Leader
- Participate in the general maintenance and upkeep of the property by bringing maintenance issues to the attention of Property Services, the Team Leader and Portfolio Manager, and by performing routine domestic duties
- Report client incidents and emerging trends to the Team Leader for further follow up

#### Administration

- Maintain accurate case notes and records of interactions and plans
- Plan, prepare and document specific activities, achievements and concerns relating to individual clients
- Provide written reports of program activity to the Team Leader on a regular basis
- Coordinate team members work on site
- Provides professional supervision to team members on a regular basis

#### Professional Development

- Actively participate in professional supervision and annual appraisals.
- Attend mandatory training and professional development opportunities as required.



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### Occupational Health & Safety

- Follows defined Occupational Health & Safety practices and procedures related to the work being undertaken in order to ensure their own and others safety in the workplace
- Immediately report incidents and assist to identify and resolve any hazards in the workplace

### SPECIAL CONDITIONS

- A six (6) month probationary period applies.
- A satisfactory criminal history assessment must be completed by SJCS prior to commencing employment. Ongoing employment with SJCS is subject to the employee maintaining a satisfactory criminal history assessment.
- In accordance with the Children's Protection Act 1993 is required to make a mandatory notification of abuse or neglect of a child under the age of 18 if there is a suspicion on reasonable grounds that a child has been, is being or is at risk of abuse or neglect; and the suspicion is formed in the course of the person's work or in carrying out official duties.
- The employee has read, understood and agrees to comply with the Core Values outlined on the first page of the Position Description.
- Holds a current unencumbered Australian Driver's Licence and is willing to drive.

### SELECTION CRITERIA

- Certificate IV Community Services or equivalent – **essential**
- Sound communication and interpersonal skills to effectively engage and establish rapport with clients, staff and external agencies - **essential**
- Ability to prioritise workload, meet deadlines and work independently
- Demonstrated understanding of appropriate responses to clients with behaviours that demonstrate high and complex needs
- Ability to work in a team environment and to work collaboratively with internal and external stakeholders
- Experience working with, or demonstrated understanding of the needs of, children and adolescents at risk
- Understanding of social justice principles – including equity of access, discrimination and equal opportunity, individuals rights and privacy
- Basic understanding of relevant statutory requirements and legislation for children under the Guardianship of the Minister and supported accommodation

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Endorsed: \_\_\_\_\_ Date: / /  
Portfolio Manager, Residential Youth Services

Acknowledged: \_\_\_\_\_ Date: / /  
Employee

Approved: \_\_\_\_\_ Date: / /  
General Manager - Community Services