



y w c a
O F A D E L A I D E
17 Hutt Street ADELAIDE SA 5000

phone +61 8 8227 0155
fax +61 8 8227 0166
email adelaide@ywca.com.au
website www.ywca.com.au
abn 92 376 697 580

Coordinator, Southern Services

The **YWCA of Adelaide** influences community and government attitudes on issues facing young women, empowers young women through leadership development and supports young women in need.

Our strategic directions:

- Advocacy and Influence
- Empowering Young Women
- Supporting Young Women in Need

The position

We are looking for an experienced Coordinator with high level project management and service delivery skills to join our team based in Victor Harbor.

The Coordinator will work with a small team of Youth Workers across the Fleurieu Peninsula and Kangaroo Island, providing services and programs to young people in schools and local communities.

Remuneration package

The YWCA of Adelaide provides a friendly, flexible and supportive work environment with opportunities for personal and professional development and experience across a wide range of organisational functions.

This position is classified at SACS NAPSA Level 5 (depending on qualifications and experience).

Employees of the YWCA of Adelaide can also take advantage of attractive salary sacrifice options which can add thousands of dollars to your remuneration package.

Applications

Applications must address the person specification to be considered.

Please enclose a copy of your resume along with names and contact details of three professional referees.

Applications should be sent to:

Angela De Conno
Business Support Manager
YWCA of Adelaide
17 Hutt Street
Adelaide SA 5000

or by e-mail to: office@ywca.com.au

Applications close 5pm Tuesday 17 April 2007.

For further information about the position please contact Angela De Conno on Phone 08 8227 0155.

YWCA OF ADELAIDE

JOB AND PERSON SPECIFICATION

Title of Position	Coordinator, Southern Services
Classification	SACS NAPSA Level 5
Program	Southern Services
Location	Victor Harbor

JOB SPECIFICATION

1 Summary of the Broad Purpose of the Position

1.1 This position is responsible for:

- the effective operations of the YWCA of Adelaide's Victor Harbor office
- developing and overseeing projects that meet identified community need in the region
- supervision and support of project staff based in the Victor Harbor office
- planning, implementation and evaluation of the Y Express project (including 'hands on' delivery of services)
- contributing to broader work of the YWCA of Adelaide in achieving its strategic directions.

1.2 Y Express aims to reduce drug related harm affecting young people aged 13-21 in the Fleurieu Peninsula and Kangaroo Island through:

- Increasing services, activities and programs that prevent and treat drug related harm
- Increasing access to and participation of young people in services, activities and programs that prevent and treat drug related harm
- Increasing the resilience of young people.

2 Reporting/Working

2.1 This position reports to the Business Support Manager.

2.2 Project staff and volunteers report to the Coordinator.

3 Special Conditions

3.1 Required to work within the strategic directions of the organisation

3.2 Out of hours work will be required on a regular basis

- 3.3 Willingness to travel across the Fleurieu Peninsula, Kangaroo Island and Metropolitan Adelaide (including overnight stays)
- 3.4 Driver's license is required
- 3.5 A National Police Clearance will be undertaken prior to employment
- 3.6 Mandatory Notification training required
- 3.7 Staff may be required to use their own vehicle on occasions (reimbursement of costs available in accordance with the relevant Agreement).

4 Summary of Responsibilities & Duties

- 4.1 Develop a holistic model of treatment including counselling, personal development, recreation and therapeutic programs and peer education
- 4.2 Map local services and collect and analyse base line data (where available)
- 4.3 Develop and implement a project evaluation plan
- 4.4 Provide a range of services and programs in accordance with the Funding and Service Agreement including: counselling, peer education, recreation, therapeutic and personal development programs
- 4.5 Develop project resources including promotional material and training kits
- 4.6 On-going consultation with young people and the wider community to identify issues, community needs and aspirations
- 4.7 Assist with the preparation of and monitor annual project budget/s
- 4.8 Project promotion, evaluation and reporting
- 4.9 Prepare funding applications to secure funds to meet the changing needs of young people in the region
- 4.10 Supervise and support project staff based in the Victor Harbor office
- 4.11 Ensure the effective operation of the Victor Harbor office
- 4.12 Contribute to the broader work of the YWCA of Adelaide through participation in team meetings, training, events and activities to achieve the organisation's strategic directions
- 4.13 Adhere to and ensure staff and volunteers adhere to legislation and organisational policies relating to Occupational Health, Safety and Welfare

PERSON SPECIFICATION

5 Educational/Vocational Qualifications

- 5.1 A degree in Social Work or equivalent and/or significant human services experience.

6 Personal Abilities/Aptitudes/Skills

- 6.1 Excellent interpersonal communication skills including oral and written communication skills, public speaking, and the ability to develop effective working relationships with stakeholders
- 6.2 Ability to work independently, without day to day supervision
- 6.3 Ability to develop and foster team work and a positive, supportive work environment
- 6.4 Skills in the planning, implementation and evaluation of community based projects/programs
- 6.5 Demonstrated ability to meet project outcomes, deadlines and reporting requirements within budget
- 6.6 Counselling, group work and training skills
- 6.7 Sound skills in the use of computer applications
- 6.8 Ability to promote the project
- 6.9 Report and case note writing skills
- 6.10 Ability to work within approved budgets
- 6.11 Effective time management, problem solving and decision making skills
- 6.12 Empathy for and understanding of the needs of young people experiencing or at risk of experiencing drug related harm.

7 Experience

- 7.1 Sound experience in project management in a community based organisation
- 7.2 Significant experience in the provision of counselling, therapeutic programs, training and group work, preferably with 'at risk' young people
- 7.3 Supervision and support of staff
- 7.4 Community development practice
- 7.5 Writing funding applications and submissions.

8	Knowledge
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- 8.1 Models of treatment for drug related harm
- 8.2 Illicit drug use with reference to young people
- 8.3 Local agencies and resources
- 8.4 Legal issues associated with working with young people
- 8.5 Adolescent development
- 8.6 Relevant workplace legislation