

## POSITION DESCRIPTION – TEAM MEMBER

Position Title	Community Projects Coordinator - Justice	Department	Australian Programs
Location	Ceduna	Direct/Indirect Reports	0
Reports to	Regional Manager – Far West Coast	Date Revised	1 July 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 4	<b>Job Evaluation No:</b>	HRC0040508

### ■ Position Summary

To work with individuals and families by determining and then coordinating a range of practical supports aimed at assisting those who have come into contact with the justice system, including; victims of crime, alleged perpetrators, community members and court staff. Based at the Ceduna Community Hub, Red Cross have been supporting Far West Coast communities through our JUST Program for over five years, and have developed strong relationships based on mutual trust, respect and understanding with our local and transient communities. Understanding that individuals and families within communities are unique, our program and service design more broadly, requires flexibility, creativity and the ability to adapt to continuously changing contexts.

### ■ Position Responsibilities

#### Key Responsibilities

(Below are examples only.)

- Determine and coordinate a range of supports to people who have come into contact with the justice system, including: pre and post prison release, in and out of court support, service/ agency referrals, and other approved support needs as required by individuals and communities
- Work as a part of the multiagency team at the Ceduna Community Hub to provide ad-hoc supports to individuals and families as they present, including assisting to deliver long term opportunities for individuals to participate in economic activity
- Maintain productive and respectful relationships with community controlled organisations, government and non-government organisations in the region
- Provide referral pathways to individuals and families who require additional and ongoing supports, including supporting clients to attend appointments, and at times advocating on behalf of clients
- Assist individuals to seek out further opportunities for growth and development, including opportunities to participate in economic activity, training, skills and voluntary service.

- Coordinate day-to-day operational aspects of the program, including scheduling appointments, referrals, advocacy and general client engagement.
- Maintain excellent program records including relevant data capture, consistent with the program monitoring and review strategy
- Contribute to planning and delivery of other community projects and activities as required

## ■ Position Selection Criteria

### Technical Competencies

- Experience working with Aboriginal communities and an understanding of how to build, manage and maintain respectful relationships
- Ability to work as a part of a multi-agency team in a shared office environment, where often workloads need to be prioritised based on client presentations
- Comfortable speaking respectfully with a broad range of culturally, demographically and ethnically diverse participants,
- Ability to work with individuals who may present with complex circumstances, including those who have had contact with the justice system
- Ability to determine and coordinate a range of support, including referrals and collaboration with other agencies and organisations
- Good time management skills and the ability to prioritise workloads
- Well developed computer skills, in Microsoft Office suite of products
- The ability to work autonomously as required
- An understanding of the justice system including the operations of the Circuit Court and related services in Ceduna and the Far West would be an advantage.

### Qualifications/Licenses

- National Police Clearance
- A Working with Children check is a mandatory requirement for this role
- Current SA Drivers Licence or equivalent

### Behavioural Capabilities

- **Personal effectiveness | Being culturally competent** | Demonstrated understanding and appreciation of cultural differences and diversity in the workplace. Always displaying respect and courtesy to others and acknowledges cultural heritages and varying perspectives of team members.
- **Team effectiveness | Managing performance** | Demonstrated capability to take ownership of work and use initiative to deliver results. Accountable for own performance and ability to set clearly defined objectives for achievement.
- **Organisational effectiveness | Focussing on clients** | Proven track record in providing high quality service to internal and external clients and stakeholders. Actively seek and respond to client feedback in a constructive manner.

## ■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:  
**Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality**

- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters.