

POSITION DESCRIPTION

SOBERING UP SHELTER COORDINATOR



Job Title: Sobering Up Shelter Coordinator
Classification: Level 5
Work Unit: Council Services
Responsible To: Regional Manager - Council Services

Primary Objective:

The Sobering Up Shelter Coordinator is responsible for the supervision, administration and reporting tasks of the Sobering Up Shelter (SUS) Care Workers. This role will work towards the continuous improvement of service to clients and will liaise closely with the Community Night Patrol Coordinator – Gove Peninsula to support client processing and ensure client safety within legislative requirements.

Key Responsibilities:

1. Provide supervision and guidance to the Sobering Up Shelter Care Workers to provide consistent, true and non-judgmental care to clients in need.
2. Coordinate activities with Community Night Patrol teams to facilitate entry processes, management and referral of clients.
3. Complete daily reporting as per requirements; support and assist team members to report timely, accurate data and statistics.
4. Work with Community Night Patrol to engage with identified events to raise awareness of the service and build relationships with stakeholders.
5. Liaise with Community Night Patrol to support at risk and vulnerable people, to help reduce the number of Indigenous and non-Indigenous people in the criminal justice system.
6. Provide administrative support including but not limited to preparing staff rosters, submitting timesheets, statistical reports and assist in the on-boarding of new team members.
7. Coordinate appropriate training for the team to ensure effective and compliant delivery of care.
8. Oversee Workplace Health and Safety requirements and ensure documents and forms, are submitted as per East Arnhem Regional Council's processes in a timely manner.

Essential Selection Criteria:

- Certificate I or higher in Community Services (Alcohol and Other Drug) or equivalent experience and willingness to undertake further studies and training as required.
- Strong understanding of Aboriginal culture and community environments with demonstrated experience working with Aboriginal people in a community services capacity or SUS environment.
- Proven experience in understanding problems associated with alcohol and violence and a commitment to the concept of Aboriginal self-determination.
- Excellent planning and time management skills with the ability to manage competing priorities within the broader community and be able to provide practical hands on and diverse administrative and financial experience.
- Strong written and oral communication and interpersonal skills, including conflict resolution and mediation.
- Demonstrated ability to work independently and effectively in a team environment with proven people skills.
- Proven ability to maintain organisational documents with attention to detail and accuracy, including proficiency in Microsoft Office Suite and computerised accounting functions including accounts receivable/rate debtor systems.
- Must hold a C Class driver's license.

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Desirable Selection Criteria:

- Qualifications or previous experience in an Administrator or Coordinator role.
- Experience using technology in everyday tasks.
- Sound knowledge of Workplace Health & Safety policy within the broader work environment.
- Previous experience living and/or working in remote Australian First Nations' communities.
- Demonstrated high level of cross-cultural awareness to ensure effective participation in a multi-cultural workplace.
- Awareness of issues affecting First Nations People in Australia.

All employment with the EARC is subject to a Criminal History Check and the ability to obtain a NT Working with Children Clearance. Criminal history will not exclude an applicant unless it is relevant to the inherent requirements to their position.

Employees must also be prepared to travel to remote communities via various means, including 4WD vehicle and light aircraft.

East Arnhem Regional Council is an Equal Employment Opportunity (EEO) employer.



Dale Keehne
Chief Executive Officer
East Arnhem Regional Council