**ASSISTANT COORDINATOR**

**Position Description**

**POSITION DESCRIPTION:**

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| **Position title:** | Assistant Coordinator |
| **Status:** | {INSERT STATUS i.e. casual, part or full time} |
| **Location:** | {INSERT LOCATION} |
| **Classification level:** | SACS Level 5 |
| **Award** | *Social, Community, Home Care and Disability Services Industry Award 2010* |
| **Reporting to:** | {INSERT POSITION TITLE} |
| **Date Approved:** | {INSERT DATE APPROVED} |

# WORKING ENVIRONMENT

### Code of Conduct

All employees must abide by the Organisational Code of Conduct.

### Work Health and Safety:

As an employee, you must be aware of and comply with requirements of the relevant Work Health and Safety legislation and associated regulations. This includes taking responsibility for your own health and safety and that of others in the workplace and complying with the Organisations occupational health and safety policies and procedures.

### Performance Review:

A Performance Review will be conducted using the Organisations Performance Management Process.

# POSITION SUMMARY

An employee at this level plans, co-ordinates, implements and administer the activities and policies including preparation of budget for their area of responsibility. An employee at this level is also expected to effectively supervise and support the team to ensure delivery of the service objectives by providing essential skills, knowledge and support to the team and perform a consultative role to staff in relation to working with the local community.

# HOUSE OBJECTIVES

The purpose of Neighbourhood Houses in Tasmania is to work as community operated organisations building community capacity in socially isolated and disadvantaged local areas or neighbourhoods.

The Goals of Neighbourhood Houses are

* Building Community
* Supporting People and their Families
* Enhancing Choices
* Community Led Governance.

Neighbourhood Houses must consult and respond to the specific needs of their communities within their own resources and in partnership with other government and non-government agencies and organisations.

The INSERT HOUSE is an independent incorporated association, funded by the Department of Health and Human Services and operates within the framework of the DHHS Neighbourhood House Programme.

# LEVEL OF RESPONSIBILITY

This position is directly responsible to their immediate supervisor for all aspects of service delivery and organisational management for projects and/or programs under their control. The performance of this position is subject to general direction from senior employees. The employee is required to set priorities and monitor work flow in the areas of responsibility, exercise judgment and initiative where procedures are not clearly defined, provide expert advice to employees classified at lower levels and/or volunteers, assist with the preparation of or prepare organisation or program budgets in liaison with management and to effectively prioritise the workload and to maintain a high quality in the service provided.

The employee has the authority to exercise a degree of autonomy within the key responsibilities and duties and will be required to exercise initiative and judgment where practices and direction are not clearly defined. Any issues falling outside these areas are to be referred to the employee’s supervisor.

# SUPERVISION

An employee at this level works under general direction from senior employees, involvement in establishing organisation programs and procedures, exercise initiative and judgment where practices and direction are not clearly defined. An employee at this level will be required to supervise other employees and/or volunteers and set priorities, set outcomes, plan and organise their own work and that of lower classified staff.

# KEY TASKS AND DUTIES

* + - * responsibility for a range of functions within the organisation requiring a high level of knowledge and skills;
			* undertake responsibility for a moderately complex project, including planning, co-ordination, implementation and administration;
			* undertake a minor phase of a broader or more complex professional assignment;
			* assist with the preparation of or prepare organisation or program budgets in liaison with management;
			* set priorities and monitor work flow in the areas of responsibility;
			* provide expert advice to employees classified at lower levels and/or volunteers;
			* exercise judgment and initiative where procedures are not clearly defined;
			* understanding of all areas of computer operation to enable the provision of advice and assistance when non-standard procedures/processes are required;
			* monitor and interpret legislation, regulations and other agreements relating to occupational health and safety, workers compensation and rehabilitation;
			* undertake analysis/design for the development and maintenance of projects and/or undertake programming in specialist areas. May exercise responsibility for a specialised area of computing operation
			* undertake publicity assignments within the framework of the organisation’s publicity and promotions program. Such assignments would be of limited scope and complexity but would involve the co-ordination of facets of the total program including media liaison, design and layout of publications/displays and editing;
			* operate as a specialist employee in the relevant discipline where decisions made and taken rest with the employee with no reference to a senior employee;
			* undertake duties that require knowledge of procedures, guidelines and/or statutory requirements relevant to the organisation;
			* plan, co-ordinate, implement and administer the activities and policies including preparation of budget;
			* develop, plan and supervise the implementation of educational and/or developmental programs for clients;
			* plan, co-ordinate and administer the operation of a multi-functional service including financial management and reporting;
			* where the prime responsibility lies in professional services, employees at this level would undertake at least some of the following:
			* under general direction undertake a variety of tasks of a specialised and/or detailed nature;
			* exercise professional judgment within prescribed areas;
			* carry out planning, studies or research for particular projects including aspects of design, formulation of policy, implementation of procedures and presentation;
			* provide reports on progress of program activities including recommendations;
			* exercise a high level of interpersonal skills in dealing with the public and other organisations;
			* plan, develop and operate a community service organisation of a moderately complex nature.

Sample tasks include, but are not limited to:

* under the direction of the Coordinator and/or Senior Manager perform whichever duties are assigned related to client activities;
* act in place of the Coordinator in their absence, if required;
* assist with ensuring the service provided is in keeping with the policies and procedures of the House;
* assist with ensuring client’s specific health, hygiene, and social needs are being met while accessing services;
* assist with ensuring rosters are completed, shifts are filled, and timesheets completed; and
* assist with staff recruitment and induction.

*Key Performance Indicators*

* organisational policies and procedures are adhered to;
* completion of tasks evidenced with high degree of accuracy and timeliness, particularly in relation to financial reporting;
* evidence of client related concerns having been reported to house Coordinator; and
* evidence of compliance to legislative obligations.

# QUALIFICATIONS

* relevant degree with relevant experience;
* associate diploma with substantial experience;
* qualifications in more than one discipline;
* less formal qualifications with specialised skills sufficient to perform at this level; or
* attained through previous appointments, service and/or study an equivalent level of experience and expertise to undertake the range of activities required.

# OTHER REQUIREMENTS

* current unrestricted Tasmanian driver’s licence; {DELETE if not required}
* required to provide a satisfactory National Police Check and Working with Children Check; and
* provision of a satisfactory pre–employment medical report.

# SELECTION CRITERIA

* demonstrated ability to work ethically and with appropriate level of confidentiality;
* experience in coaching, training and supervision;
* demonstrated high level ability to plan, organise and monitor activities and events to achieve goals;
* sound knowledge and experience in, HR, accreditation process, quality programs, policy and procedure development and compliance.
* interpersonal skills of a high order including dealing effectively with a broad range of people at all levels; and
* demonstrated ability and considerable experience in exercising initiative, discretion or professional judgement within the constraints of organisational policy.

# SIGNATURES

**Signed for and on behalf of the Organisation:**

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| --- | --- | --- | --- |
| Name: |  | Signature: |  |
| Position: |  | Date: |  |

**The Employee:**

I acknowledge that my duties and responsibilities are as outlined in this position description. I further acknowledge that my duties may be varied from time to time.

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| --- | --- | --- | --- |
| Name: |  | Signature: |  |
| Position: |  | Date: |  |