

## **Job Description NALAG Program Coordinator 2018**

**TITLE:** NALAG “Youth in the Know” Program Coordinator

**AWARD CLASSIFICATION:**

Health Managers (State) Award – Health Services Manager

**Salary:** Package: \$100,000 includes salary of \$88920

**Contract:** One year contract with 3 months probationary period

**NATIONAL CRIMINAL RECORD CHECK:** REQUIRED

**WORKING WITH CHILDREN CHECK:** REQUIRED

**RESPONSIBLE TO:** NALAG CEO Centre for Loss & Grief Dubbo

### **NALAG Mission**

To strengthen the capacity of NSW communities and individuals to enhance wellbeing and promote resilience through support, counselling, education and advocacy following loss, grief, trauma and adverse life events.

### **PURPOSE OF THE POSITION**

The NALAG “Youth in the Know” Program Coordinator will be responsible for actively promoting and implementing NALAG projects as part of the “Youth in the Know” project to be rolled out into three specific sub regions.

Sub region 1 – Parkes, Forbes, Condobolin, Cowra

Sub region 2 – Coonabarabran, Gilgandra, Walgett, Coonamble

Sub region 3 – Cobar, Narromine, Nyngan

### **ABOUT THE PROGRAM**

The Youth in the Know NALAG Program is designed to build the capacity of those working with young people (10-18 years) / youth agencies/ schools/ local communities to:

- Identify and address loss, grief and trauma issues
- Conduct activities that promote positive strategies to enhance wellbeing and resilience
- Build on young people’s strengths to deal with adversity,
- Supports youth friendly models that engages young people in the process and improves their timely access to services and support opportunities.
- Engage communities in how to identify risks and provide creative approaches to responding to needs

### **ROLE OF THE PROGRAM COORDINATOR**

The Program Coordinator is based at the NALAG Centre for Loss and Grief, Dubbo under the line-management/ mentorship of the NALAG CEO. The key accountabilities involve overall coordination of the roll-out of the Youth in the Know (YITK) including: liaison with schools and communities/ stakeholders to develop a positive professional relationship and provide information on the NALAG

projects; overall logistic management of projects; liaison with and coordination of facilitators and trainers; facilitate the planning and evaluation process. The incumbent will also be responsible for collating reports as well as other duties specified below.

#### **KEY RESPONSIBILITIES**

1. Lead and manage the planning, implementation/ coordination, support and evaluation of the **Youth in the Know NALAG (YITK) Program** ( building on strengths to promote wellbeing and resilience in youth (10-18 years)
2. Instigate contact and meet with schools and communities (Police, PCYC, other NGOs) in the sub regions listed above to facilitate the roll-out of NALAG projects
3. Actively promote the YITK projects
4. Attend meetings in the sub regions listed above to facilitate the roll-out and consultation process.
5. Prepare statistical data (quantitative and qualitative) and present this to NALAG & Western PHN
6. Liaise with youth clinicians/ inter-agencies/ stakeholders on a regular basis
7. Coordinate logistics for training for presenters/facilitators and participants e.g. accommodation/ travel/ bookings for training in Dubbo/ other areas
8. Assist with the setting up of facilities for training
9. Printing and development of resources
10. Coordinate incoming and outgoing communication with stakeholders
11. Contribute to the planning and rollout of the YITK programs.
12. Coordinate evaluation of programs

#### **Other:**

1. Comply with and implement as required the Code of Conduct, EEO, Smoke Free Workplace, Bullying and Harassment and other relevant NALAG policies
2. Perform other duties as directed by NALAG CEO
3. Attend as directed loss, grief and trauma training

#### **Essential Selection Criteria**

- Superior organizational skills and demonstrated experience in project management with the capacity to deliver within agreed timeframes.
- Highly developed communication and presentation skills
- Demonstrated capacity to consult, and negotiate effectively with a broad range of stakeholders, organizations and community groups.
- Sound resource management skills and experience including budget and contract experience
- Proven high proficiency and demonstrated experience in using PC based software including advanced level Microsoft Office Suite (Excel, Word, PowerPoint, Publisher)
- Demonstrated excellence in workplace written and oral communication skills including telephone, face to face and electronic methods of communicating
- Demonstrated ability to problem solve situations, deliver results and complete tasks and projects in a timely manner
- Demonstrated ability to work independently when required but with direction from and accountability to the NALAG CEO as well as work harmoniously within a team context.
- Understanding of the impact of loss, grief and trauma on communities.
- Class C drivers licence and willingness to travel

## **Key Application Responses**

### **Target Questions:**

1. Please provide an example of a major program you have been responsible for implementing. What processes did you put in place to ensure a successful outcome?
2. Please provide an example of how you have successfully engaged members of a small community with a particular emphasis on youth (10 to 18 year olds). What steps did you take to successfully engage that community in the program you managed?

### **General**

- Salary sacrifice is available to the successful candidate
- A work laptop and mobile will be provided
- This position will involve travel to the above sub-areas and some out of hours work