



LARRAKIA NATION

ABORIGINAL CORPORATION

ICN 3170

PALMERSTON YOUTH DROP IN PROGRAM COORDINATOR

ABOUT THE CORPORATION

Larrakia Nation Aboriginal Corporation (LNAC) is the peak advocacy and support agency for the Larrakia people, the traditional landowners of the Greater Darwin area. Initially established in 1998 to represent the Native Title interests of the Larrakia people, the LNAC has since evolved into a vital service delivery organisation focussed on addressing the social, cultural and economic aspirations of the Larrakia people by initiating and administering programs, projects and services for the broader Aboriginal community.

LNAC is a not-for-profit organisation, receiving the majority of its operating expenses from funding from the NTG & Commonwealth Governments.

POSITION DETAILS

JOB TITLE: PROGRAM COORDINATOR

PROGRAM: PALMERSTON YOUTH DROP IN CENTRE

LOCATION: 31 TILSTON AVENUE MOULDEN

POSITION: LEVEL 5.1 – 5.3 FULL TIME CONTRACT WITH SOME WEEKEND AND AFTER-HOURS WORK

REPORT TO: OUTREACH MANAGER

MORE INFO: HR Department
T: 08 8948 3733
E: hr@larrakia.com

PROGRAM DETAILS

The Palmerston Youth Drop In Centre is managed in partnership with YMCA Northern Territory. The Drop In Centre aims to engage at risk young people who are beginning to disengage from services and get them back on the right path. The Centre will provide access to safe, supervised activities and targeted follow up when needed, and support young people to access services in a timely and responsive way.

KEY RESPONSIBILITIES

OBJECTIVE: Coordinate In partnership with key stakeholders, engage and empower young people in Palmerston and ensure the Palmerston Youth Drop In Centre is a safe, fun place to be.

- Build positive relationships and engage with young people accessing the Palmerston Youth Drop In Centre.
- Work in partnership with YMCA Northern Territory, Northern Territory Government, key community stakeholders and young people to develop and grow the Drop In Centre.
- Co-chair the Palmerston Youth Drop In Centre Management Committee with the nominated staff member from YMCA Northern Territory.
- Lead focus groups with YMCA Northern Territory on the naming of the centre, organising soft furnishings, selecting activity/program names and coordinating the Passion Projects.
- Work with local youth reference groups, Youth Roundtable, YMCA and Territory Families on marketing collateral and online engagement/promotion of the service as Larrakia Nation / YMCA led service.
- Coordinate cultural activities to be delivered at the centre, when required.

KEY QUALITIES

LNAC considers that the following personal qualities are vital to the **Program Coordinator**

- Share accountability with the Outreach Manager
- Demonstrated ability to work in a small team environment and autonomously as required
- Assist in operational and strategic planning
- Flexibility to adapt to new situations as they arise
- Possess drive, commitment and a sense of humour
- Ability to work within tight timeframes and regularly monitor deliverables
- Genuine appreciation of Indigenous people and culture
- Demonstration of a positive and proactive attitude with strong initiative
- Promote the organisation in a positive manner at all times
- Observe all safe work practices

SELECTION CRITERIA

Applicants **MUST** possess the following:

SC1	Knowledge and experience in the youth and community sector, especially with at risk and vulnerable young people and families
SC2	Strong relationship building skills, including ability to develop rapport and share knowledge and skills in a culturally appropriate manner.
SC3	Ability to work collaboratively, exercise initiative, apply good time management and organisational skills.
SC4	Understanding of cultural protocols, together with a willingness to work respectfully in accordance with Larrakia and other Indigenous culture.
SC5	Good computer, literacy and numeracy skills, including ability to write regular reports.
SC6	NT Driver's License (C Class)

It would be considered an **advantage** if applicants also possess:

1	Identify as Indigenous
2	Certificate III in Community Services

Note: All applicants, prior to an offer of employment, will be required to provide at least **two** current, verifiable referees, undertake a Police Clearance, Working with Children Check and successfully complete a pre-employment medical, drug test and fitness test. An offer of employment will only be provided with successful completion of the above.

EMPLOYEE ENDORSEMENT: (Sign below & initial each page ONLY if offered employment)

I, _____ [PRINT FULL NAME] understand and accept that I will be required to perform the duties and tasks contained in this Position Description and such other duties and tasks that LNAC may assign to me, regarding my skills, training and experience.

Sign: _____ Date: ____ / ____ / ____