

# Reconnect Program Coordinator Information Pack



Fitzroy Basin Elders Committee  
Reconnect Services

Program Coordinator



## Information about the Reconnect Program

### Target Group

12 to 18 year old Aboriginal, Torres Strait and South Sea Islander young people who are homeless or at risk of homelessness and their family

### Program Objective

To improve the level of engagement of homeless young people, or those at risk of homelessness with family, work, education, training and the community.

The Reconnect Program will achieve this by:

- Using family focused early intervention strategies to achieve family reconciliation.
- Improving coordination of services delivered by government and the community sector.
- Working with Centrelink young people and their parent to ensure that income support at the 'away from home' rate (where appropriate) is available to young people who are properly entitled to it.

### Auspice Body

The Rockhampton Reconnect program is Auspice by the Fitzroy Basin Elders Committee Inc.

### Funding Body

The Reconnect Program is funded by The Australian Government Department of Families, Housing, Community Services and Indigenous Affairs (FAHCSIA)

### General Information

The applicant considered the most suitable for the position will be selected. Qualifications, experience, skills, standard of work and personal qualities relevant to the advertised position will be considered in the selection process.

**Please note all applicants must have or obtain a Suitability Card to comply with the appropriate Child Protection Act as well as agree to undergo a Criminal History Check prior to employment**

<b>Position Title:</b>	Program Coordinator
<b>Hours of Work:</b>	Full time (38hrs per week)
<b>Location:</b>	Rockhampton
<b>Reporting to:</b>	Executive Officer, Fitzroy Basin Elders Committee Inc.
<b>Award/Salary:</b>	Level 5 SACS ( <i>level commensurate with experience</i> )
<b>Employment Conditions:</b>	Ongoing, subject to funding and a 3mth probationary period

### Program Outcomes

- Family reconciliation, wherever practicable, between homeless young people or those at risk of homelessness and their families.
- Engagement of young people or those at risk of homelessness in education, employment, training and the community.
- Support young people and their families through Centrelink's income assessment process.
- The developments of innovative approaches to service delivery through the application of good practice principles and action research
- The management and administration of the service reflects the partnership relationship between community organisations and government.
- The target community builds on their existing capacity to develop appropriate response to their own needs.
- To increase participation of the Indigenous, Torres Strait and South Sea Islander communities in the target group.

## Position Summary

This position is responsible for:

- The organisational developments of the Reconnect Program.
- The coordination and management of the Reconnect Program activities and staff.
- Providing the auspice body with timely and accurate financial/funding requirements.
- Providing timely written reports to the Executive Officer.

## Documentation Process

All documentation will be stored and handled in a confidential manner and will not be distributed outside of the organisation. Your application will be kept on file for 12 months, please advise if you do not wish to be contacted for further positions within our organisation over this period.



## Key Selection Criteria

1. Demonstrated ability to communicate effectively and sensitively with Aboriginal, Torres Strait & South Sea Islander people.
2. Demonstrated experience in managing a community service in accordance with the Operational Framework including staff supervision, data collection, reporting, funding and budget management.
3. Well-developed written and verbal communication skills
4. Demonstrated Case Management skills
5. Highly developed organisational and time management skills
6. Demonstrated ability to develop collaborative partnership with Government and Non-Government organisations
7. Comprehensive understanding of confidentiality, the requirements of mandatory reporting and knowledge and understanding of relevant statutes and laws.
8. Knowledge and understanding of the issues relating to homelessness and how it may affect people's lives, how homelessness occurs and knowledge of services in the Rockhampton, Mt Morgan and Yeppoon areas who can provide support to assist people in finding safe and affordable accommodation.

## Mandatory Requirements

- A current Queensland Drivers' Licence
- Applicants must hold or be capable of obtaining a Suitability Card (**QLD ONLY**) to comply with the appropriate Child Protection Act.
- Satisfy a Criminal History Check

## Desired Qualifications

- Diploma/Degree in Social Welfare or equivalent
- Demonstrated work experience in areas of Key Selection Criteria
- Ability to write funding submissions
- Knowledge of participatory Action Research processes or ability to quickly acquire this knowledge.

## Supporting Information

Appointment to this position will be based upon merit. To enable consideration of your application, you will need to attach the following:

- Cover letter summarising your application for the position.
- Your responses to the Selection Criteria
- A copy of your resume/CV

Prior to engagement, you will be required to provide proof of your educational and/or work related qualifications including licences. Any statement on your application that is found to be deliberately misleading and/or failure to submit any request for information may affect your candidacy for the position.

**Please Note:** Keep your application clear & concise, if you fail to address the Selection Criteria you will not receive an interview. The acceptance of late applications is at the discretion of the Selection Panel.

## How to submit your application

**Electronic submissions via email are preferred :** [Melissa@fbec.org.au](mailto:Melissa@fbec.org.au)

**Mail:** post marked "Confidential" to: Executive Officer, Fitzroy Basin Elders Committee Inc., PO Box 18, Central Queensland University, QLD 4701.

**Fax:** 07 4936 1088

**In person:** Building 26, Central Queensland Inclusion Centre, Darumbal Road, CQ University, North Rockhampton Q 4701

Please address the key selection criteria as all are weighted equally. All applicants are to undergo Criminal History Checks due to the sensitive nature of the work associated with the Reconnect Program. You will be notified of the results of your application. If you are called for an interview and have any special requirements (i.e. wheelchair access, etc.), please advise at the time of receiving the call.

Enquiries regarding your application should be directed to: Melissa Lawton, Executive Officer, Fitzroy Basin Elders Committee Inc. by telephoning 4936 1297

Fitzroy Basin Elders Committee Inc. and Reconnect Services are a non-smoking environment.



Program Coordinator

## Fitzroy Basin Elders Committee Inc.

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