

JOB DESCRIPTION AND STATEMENT OF DUTIES

JOB TITLE:	Project Officer (Aboriginal Identified)
TEAM:	Permanency Support Program (hereinafter referred to as PSP)
LINE MANAGER:	Manager Support Programs
KEY RELATIONSHIPS:	The Project Officer will maintain primary relationships with all Support Programs staff and all other members of the KARI PSP team, children, young people, foster carers and the wider Community.
TERMS AND CONDITIONS:	Full Time as per contract, guided by NSW Social, Community, Home Care and Disability Services Industry Award 2010.
BASE SALARY:	\$60,000
PACKAGE BENEFITS:	Superannuation as per Superannuation Guarantee Charge (currently 9.5%). Option for salary sacrifice paid to any employee debt or bill.

1. JOB PURPOSE

The position will also oversee the coordination and bookings for a team of Casual Youth Workers employed to assist the PSP programs.

This role will also provide administrative functions to support the Regional PSP Manager and the Manager Support Programs.

2. DUTIES AND RESPONSIBILITIES

- Review bookings for Casual Youth Workers and allocate appropriate staff to each booking request
- Resolve booking clashes and provide clear and concise communication with each Casual Youth Worker so they can effectively complete tasks.
- Collect and review Casual Youth Worker timesheets and transport logs each fortnight.
- Provide administrative support to the Regional Permanency Support Programs Manager and Managers Support Programs

- Attend monthly supervision meetings with your Line Manager and complete the tasks identified at these meetings. Identify personal learning needs and give feedback on the service including the identification of gaps and areas for improvement.
- Attend any KARI meetings as requested by your Line Manager.
- Undertake and participate in regular evaluations of the service and take part in annual appraisals of staff performance and team planning days.
- Undertake specific tasks allocated by your Line Manager relating to the promotion of the service and the enhancement of the partnership between the team and key stakeholders.
- Contribute to the development and maintenance of a positive, supportive and collaborative team environment including the ongoing learning of all team members through the sharing of ideas and feedback from training.
- Advocate for KARI and Aboriginal people, children and young people in the sector.
- Other duties as directed.

3. ELIGIBILITY REQUIREMENTS

- Aboriginality
- Ability to work flexible hours as required in response to business need.
- Possession of a current NSW Driver's License – minimum P2.
- Willingness to undertake a Working with Children Check.

4. SELECTION CRITERIA

- Qualifications which may include University or TAFE certification that is relevant to the position, and/or extensive life skills.
- Ability to demonstrate knowledge and understanding of the issues affecting Aboriginal children and young people in care, their foster families and their birth families.
- Experience working with children, adolescents, families and communities.
- Ability to demonstrate excellent planning and time management skills.
- Good written and verbal communication skills.
- Strong systems thinking and an ability to oversee complex bookings,
- Experience working in or with an Aboriginal Community
- Good computer skills with knowledge of the Microsoft Office package of tools, Outlook and capacity to navigate the internet for work purposes.
- Ability to respect and work within the values of KARI and commitment to reflecting and adhering to KARI's policies and procedures.

- Ability to work co-operatively and respectfully with team members, foster carers, families and professionals from various agencies and cultural backgrounds.