



POSITION DESCRIPTION

JOB TITLE:	OFFICE COORDINATOR	DATE:	July 2020
LEVEL:		SALARY:	Negotiable
REPORTS TO:	OPERATIONS MANAGER	DEPT:	Management
APPROVED BY:	CEO	SUPERVISES:	Office staff & volunteers

PART A: ABOUT MT THEO PROGRAM

1. BACKGROUND

The Mt Theo Program was started by Yuendumu Community in 1993 to address chronic petrol sniffing in Yuendumu. The program has since broadened in nature and scope to provide a comprehensive program of diversion, treatment, aftercare and youth leadership and development throughout the Warlpiri region. The program is predominantly funded by Office of Aboriginal and Torres Strait Islander Health (O.A.T.S.I.H). The Program has challenged a generation destroying itself through substance misuse. Strong community action created an environment for healthy change, and that same generation now accepts that it is totally uncool to sniff petrol. While we focus on individuals involved in the Program, our approach is in a community and family context.

The work will never be over. There will always be young people who succumb to the temptation of using substances to feel better, who feel their only escape is to 'escape'. Mt Theo helps them to see things differently.

The Program now provides a positive framework through Mt Theo Outstation, Youth Diversionary Programs, Jaru Pirrjirdi Youth Leadership and Development Program, and Warra-Warra Kanyi Counselling Service in which young people can grow strong and take their place as future community leaders.

Mt Theo Program provides youth services in the Warlpiri communities of Yuendumu, Willowra, Nyirrpi and Lajamanu, and offers care for all young people from the Warlpiri nation.

2. VISION

We believe that health does not just mean the physical wellbeing of the individual but refers to the social, emotional, cultural and spiritual wellbeing of the community. We strive to support young Warlpiri people from all over the region to achieve their full potential as human beings, to build strong futures for themselves and their communities.

3. PROGRAM OBJECTIVES

The primary purpose of our corporation is to develop strong young community leaders by preventing petrol sniffing and other substance misuse, and to provide diversionary programs for young people. Mt Theo Program aims to:

- Provide rehabilitation for young people suffering from substance misuse
- Provide education, counselling and care for young people at risk
- Provide the Court and police with positive alternatives to prison or juvenile detention
- Provide jobs so young people can stay in community

- Keep culture strong through youth leadership and development activities
- Record Warlpiri culture using a range of media
- Share knowledge and skills with other Aboriginal nations

4. **VALUES**

We work co-operatively with the community and other agencies to support and maintain equity and equal opportunity for Aboriginal and Torres Strait Islander people in accessing culturally appropriate primary health care services. Our guiding principles are:

- Self-respect and respect for others
- Respect for elders and sharing their stories with young people
- Honesty and truth
- Looking after land
- Looking after young people in trouble
- Listening to each other
- Yapa and Kardiya working together

PART B: POSITION SPECIFICATIONS

1. PURPOSE OF THE POSITION

The Office Coordinator will:

- Manage administrative and operational matters of the WYDAC office
- Support the Management Team to ensure all Quality Management systems are in place to maintain accreditation through ISO:9001
- Manage HR related matters

2. REPORTING RELATIONSHIPS

The Office Coordinator reports directly to the Operations Manager and is responsible to the Management team and the Mt Theo Board.

3. DUTIES AND RESPONSIBILITIES

PRIMARY DUTIES

Administration

- Maintain efficient administration procedures

Quality Management

- Work with the Management team to fulfill organizational requirements of the Program through Quality Management processes.
- Maintain the Asset Register (resource management)
- Assist with Internal Audits which includes analysis and recommendations for improvement

Human Resources Management

- Maintain HR records (electronic and physical files) ensuring all required documents are on file, for example up to date Ochre cards
- Assist in the recruitment process
- Deal with general HR requests e.g. employment verification letters
- Assist in organizing as relevant staff training & development
- Maintain qualifications Register
- Assist with matters pertaining to staff welfare/wellbeing & appreciation
- Advising staff of weekly payroll information and addressing queries as required including reimbursement queries

- Maintain staff contact list
- Help manage the staff appraisal process e.g. reminders to respective coordinators
- Prepare induction documents, help to guide new staff through the process and ensure induction checklist is complete
- Maintaining a up to date HR policy and related documents
- Prepare new staff payroll documents and provide these documents to accounts for processing
- Leave tracking

RESPONSIBILITIES

Office Management

Reception:

- Manage reception staff and tasks, as well as filling out relevant Timesheets
 - Checking of phone messages, directing calls among other duties
 - Replenishing coffee, tea, sugar etc. for kitchen

General office:

- Manage all office administrative functions:
 - Opening and closing of Office
 - Maintaining office supplies, cleaning supplies and equipment
 - Maintain records retention schedule
 - Collecting mail every Monday and Friday
 - Filing, faxing, scanning and photocopying
 - Ensuring print and fax area is tidy and documentation in appropriate boxes
 - Manage supplies of promotional materials
 - Minutes for board meetings, team meetings and AGM
 - Administrative support for board members
 - Travel and accommodation bookings
 - Catering for office meetings and events

PART C: PERSON SPECIFICATIONS

1. QUALIFICATIONS AND KNOWLEDGE

REQUIRED

- Demonstrated understanding of, and experience in working with cross-cultural persons and community development, preferably in a remote context.
- Experience working in administrative and management roles
- Excellent oral and written communication skills
- Excellent computer skills and experience working with spreadsheets and databases
- Demonstrated ability to work in a team
- Demonstrated capacity for resourcefulness, self-motivation and independent decision making
- Demonstrated negotiation skills
- Demonstrated stress management skills
- Current driver's license

PREFERRED

- Ability to generate reports appropriate for internal and stakeholder requirements
- Experience working with young people
- Relevant tertiary qualifications

2. STANDARDS OF PRACTICE

- Maintain high professional standards of practice.
- Participate in ongoing training and professional development of self and others.

3. ADDITIONAL FACTORS

- Possession of a current 'C' Class Open Driver's License valid in Northern Territory.
- Applicants will be required to obtain a criminal history check and NT Ochre Card

<p>ENDORSEMENT</p> <p>The preceding information is an accurate statement of the requirements and employment of this position, at this time.</p> <p>Signature (CEO) _____ Date ____/____/____</p> <p>I have read and understand the duties and requirements of the position as described in this position description and agree to be employed under such conditions and the relevant Award.</p> <p>Employee's Signature _____ Date ____/____/____</p>
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