



<b>Role</b>	School Focused Youth Service Coordinator
<b>Award/Enterprise Agreement:</b>	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022
<b>Classification/Grade:</b>	SACS - FT - Level 3 - PP1
<b>Reports to:</b>	Manager Health Promotion and Community Support
<b>Supervises:</b>	Nil
<b>Internal Liaison:</b>	Management Team Executive Team
<b>Job Status:</b>	Part time (4 days a week)

### About us

For more than 30 years, Northern District Community Health (NDCH) has worked to build healthy, inclusive, and connected rural communities. Our priority is ensuring our clients have the support they need to stay in their homes so they can continue to engage with, and participate in, their local community.

NDCH provides medical care, mental health support, chronic disease management, community-based programs and in home-based services to foster vibrant, healthy communities while providing rewarding career opportunities for passionate professionals.

Our service has grown to span the Gannawarra, Buloke and Loddon Shires and more recently extended into the Rural City of Swan Hill. With more than 140 employees and 170 volunteers, our service encompasses picturesque towns like Cohuna, Kerang, Boort and more.

Together, our team works to provide critical community health and preventative care services and support for rural communities. NDCH's connection to local communities, coupled with our partnerships with regional health and community services, is what allows us to improve the health and wellbeing of people in the Loddon Mallee region.

## **Job Summary**

This role is responsible for the coordination and delivery of the NDCH School Focused Youth Service (SFYS) Program in part of the Loddon Mallee region in alignment with the “School Focused Youth Service Guidelines 2024 and 2025. The primary purpose of this program is to increase the percentage of young people completing their senior secondary education.

## **Role Accountabilities**

- Within the context of the State-wide program, eligibility and funding obligations, develop, implement and evaluate an annual SFYS Workplan
- To provide regular and routine reports about the progress and impact of the Program, as part of a continuous approach to program improvement and value for young people.
- Oversee and managing the budget for the program and be accountable to the invoicing and expenditure.
- Maintain and develop partnerships across education, social and community organisations to support the engagement and collaboration to meet the objectives of the program and a community-based response.
- To engage at a community level to develop strong community liaison and coordination linkages with other youth service providers, Department of Education & Training, schools and other relevant services.
- Working as part of a multi-disciplinary organisation, ensure organisation-wide awareness of the reach and impact of the Program for young people and foster opportunities to improve timely access to health and social supports for young people.
- To participate in organisational activities as required, reflecting a one-team mindset and commitment to organisational values and priorities.
- To prepare other reports as requested and reasonably required.

## **Skills**

- Research skills (mapping, evaluation and analysis of gaps)
- Excellent communication skills — written, verbal and presentation.
- Demonstrated skills in working cooperatively and effectively with a range of professionals across education, social and community sectors in service development and delivery.
- An awareness and sensitivity to needs and understanding of young people and their families, educational bodies and the general community, especially those determined to be at risk.
- An ability to work independently and cooperatively with team members.

### What success looks like for this role

- Tertiary qualifications in either social sciences, teaching, health or equivalent. Other qualifications may be considered if presenting.
- Substantial experience in community development and/or coordinated delivery of educational or support services to vulnerable young people.
- Genuine care for people and personal qualities that align to NDCH's values.
- Current drivers' licence.
- Current Police Check, NDIS Screening Check and Working with Children Check or willingness to obtain one.

### Why chose NDCH

At NDCH, we are driven by core values that shape our every action. We strive to cultivate a workplace where courage, inclusivity, and unwavering commitment are not just ideals, but integral to our daily operations. Here, diversity isn't just embraced - it's celebrated as a cornerstone of our success.

If you're seeking a new challenge, NDCH also offers professional development opportunities, including personalised mentoring and leadership programs.

### Selection Criteria:

<b>Qualifications</b>	Qualifications in social sciences, teaching, health or equivalent.
<b>Program Coordination</b>	Experience in Program Coordination
<b>Financial and business acumen</b>	Ability to manage a budget including allocating funds against a workplan, distributing funds and reporting on funds spent.
<b>Partnership development</b>	Ability to develop and maintain professional partnerships.
<b>Communication</b>	Ability to clearly convey information, verbally and in writing, to different audiences.
<b>Equity Lens</b>	Ability to work with at-risk cohorts to support improved outcomes
<b>Attention to detail</b>	Ability to complete accurate, error free work

### Benefits

- **Remuneration:** staff are paid in line with Award agreements.
- **Employee wellness package:** access to our health and wellbeing program including EAP support for personal and professional assistance for you and your family as well as bulk billing at NDCH's medical clinic.
- **Supercharged benefits:** unlock salary packaging and free parking.
- **Personal growth opportunities:** access an annual professional development budget, a staff mentoring program, in-house coaching, training and upskilling opportunities and leadership pathways through the Alliance of Rural and Regional Community Health.
- **Culturally inclusive workplace:** work in for an organisation where cultural awareness and recognition are fostered and celebrated.

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Employee Signature

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Manager Signature

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Employee Name  
(please PRINT IN CAPITALS)

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Manager Name  
(please PRINT IN CAPITALS)

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Date

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Date