



Position Description – Community House Coordinator (Cockatoo)

Position: Community House Coordinator

Location: Cockatoo

Reporting Relationship: Executive Manager Contracts & Partnerships

Direct Reports: Administration Assistant

Background - TaskForce

TaskForce, established in 1973, is a not-for-profit organisation providing community programs and services to those most in need. TaskForce delivers programs across Melbourne and Victoria, with a special focus on Melbourne's south east. We deliver alcohol and other drug programs, youth and family services, engagement programs and education and employment services to marginalised and vulnerable people throughout the community. TaskForce works extensively throughout Cardinia Shire, and has the organisational expertise, capacity and capability to support the Community House in Cockatoo to be a thriving community centre. TaskForce supports the Cockatoo Community Connect vision, and believes that with our auspicing the program will have a significant impact on the whole Cockatoo community.

TaskForce has been funded by the Department of Human Services (DHHS) to respond to the Cockatoo community by working closely with community members, stakeholders and other organisations to build community capacity under the Neighbourhood House Coordination Program (NHCP).

Background – Cockatoo Neighborhood House

Cockatoo Neighbourhood House is one of seven houses within Cardinia Shire. The Victorian Government provides funding of over \$36 million per annum to 401 neighbourhood houses, 16 neighbourhood house networks and the peak body, Neighbourhood Houses Victoria through the Neighbourhood House Coordination Program.

In late 2017, the community organisation managing Cockatoo Neighbourhood House ceased operations. To ensure the house's future, the Department of Health and Human Services and Cardinia Shire Council committed to working with the community to revitalise the neighbourhood house. During 2018, the local community was consulted on how best to re-establish the governance and operations of the house that would meet community needs into the future.

Following a competitive Expression of Interest process, the Department of Health and Human Services and Cardinia Shire Council are pleased to announce that TaskForce Community Agency (Taskforce) has been selected as the successful auspice organisation to manage Cockatoo Community House. TaskForce, is a not for profit organisation with a history of providing community programs and services in Cardinia Shire and the south east region.

The House is committed to meeting the needs of the local community by providing affordable classes, activities and social networks to suit all age groups. The service is dedicated to meet individual needs of the community in a safe, friendly and inclusive environment.

About the Program

TaskForce provide an auspice arrangement for the Cockatoo Community House. The program is funded through the Department of Human Services (DHHS). The Community House Coordination Program aims to maximise opportunities for community participation, consultation and decision making in a safe and inclusive environment. The program aims to connect with people and act as a pathway to many organisations, service providers, community activities and groups across the Cockatoo Shire.

About the Position

The Coordinator is responsible for overseeing all operations of the Cockatoo Community House and is directly accountable to the Manager of Contracts and Partnerships. The Coordinator is responsible for the effective management of all programs, funds, employees, tutors, volunteers and activities of the Cockatoo Community House.

Community House Coordinator responsibilities:

- Developing and managing programs and activities reflective of the needs of the Cockatoo Community
- In collaboration with community members and local services providers, develop and implement programs and approaches to identified community needs
- Managing and coordinating staff and tutors and recruiting, orientating, overseeing and supporting the CNH's volunteers
- Extensive community engagement
- Strategic planning and implementation
- Finance and administration
- Work in collaboration to ensure that all current programs at Cockatoo Community House are supported to continue
- Participate in Neighborhood House Coordination Program Networks
- Maintaining links with other local neighborhood houses for joint projects sharing resources and learning
- Participation in Neighbourhood House Coordination Networks

Funding Bodies

Department of Human Services Neighbourhood House Coordination Program

- To ensure DHHS Service Agreement requirements are met, in relation to Neighbourhood House Program funding. (This includes data collection, service objectives and financial accountability)
- To advise and seek TaskForce Executive involvement in fulfilling Service Agreement objectives, in relation to Neighbourhood Program funding.
- To plan programs and activities to meet Service Agreement requirements.

Shire of Cardinia / TaskForce

- To ensure that the organisation complies with the accountability requirements of the Shire of Cardinia via the Partnering Agreement with TaskForce. (This includes data collection, service objectives and financial accountability).
- In addition, the Cardinia and TaskForce Charter & MOU.

Administration

Maintain a high standard of documentation which complies with accountability structures according to professional, legislative, service contractual obligations and organisational standards. This includes:

- Client data entry & relevant reporting is accurate and up-to-date within reporting time frames.

- Client files and electronic records are appropriate, accurate and up-to-date, with all relevant information included.
- Maintain statistics and data as required by DHHS, Shire of Cardinia and TaskForce.
- Where required attend weekly and monthly meetings and present a report on workload, issues related to the effectiveness of the service, training etc.

Professional Development:

- Actively participate in ongoing professional development via the annual performance reviews, individual and group supervision and by attending relevant training as required as negotiated with the Line Manager.
- Participate, and in some cases, lead Team meetings.

KEY SELECTION CRITERIA

Qualifications

- Qualifications, and/or experience in community development, social science or other relevant discipline is desirable.

SKILLS AND EXPERIENCE (Key selection criteria)

- Previous experience of 2 years or more in a similar role
- Proven track record in financial management including preparation and monitoring of budgets, business plans and funding submissions
- Strong understanding of governance requirements and experience working with a board or committee of management
- Demonstrated experience within a community organisation or working within a community context.
- Ability to work within tight timelines.
- Experience in liaison and collaborative work with diverse stakeholders, including government and community organisations.
- Demonstrable high level of skill in written and verbal communication.
- Demonstrable high level leadership and change management skills.
- Ability to work within a community team environment and State wide collaborative network.

TERMS AND CONDITIONS

- As an organisation with public benevolent institution (P.B.I.) status, TaskForce offers all staff the opportunity to take up generous Salary Packaging.
- This is a fixed term role until 30 June 2022 with the possibility of extension.

To be employed in this position a person must:

- Be prepared to travel between the sites to meet the requirements of the job and to work out of various partnership locations.
- Remain current in their First Aid and CPR knowledge.
- Familiarise themselves with, and observe all TaskForce business, community, therapeutic and human resources policies, procedures and practices.
- Follow TaskForce's codes of employee conduct, promote the interests and reputation of the agency and refrain from acting in way that would conflict with the best interests of TaskForce.
- A driver's licence with no more than six (6) demerit points and to have had no licence disqualifications or suspensions. Driver's licence check undertaken by VicRoads.

- A clear Working with Children Check.
- A clear security clearance undertaken by the Provider in the form of a police check - the police check must be within one month from the time of application.

This position description is accepted by:

Job Holder Date

HR Manager Date