

The Organisation

The Lodge is a non-government, non profit organisation, providing medium to long term accommodation and support services for homeless and at risk young people aged 16 to 25 years.

Our purpose is to assist young people to acquire and maintain skills and resources for independent living and to assist them to break the cycle of homelessness.

The Position – Service Co-ordinator

This role is responsible for the effective co-ordination of the Lodge's residential care and independent living skills program based at our premises in Northgate. The Service Co-ordinator is responsible for leading a team of 8 permanent and casual employees and reports to the Lodge Management Committee.

The Lodge accommodates 4 young people at the Northgate residence and 1 independent living unit as well as providing on-going support to a number of past residents who have transitioned into independent living.

Key Performance Requirements

Service delivery

- ♦ Ensure service practice is consistent with principles, policies and procedures and philosophy of the service, thus ensuring consistency in the work with young people.
- ♦ Develop, monitor and review in conjunction with the team, individual case plans of all young people the service accommodates and/or supports
- ♦ In conjunction with the team develop and evaluate methodologies involving individual young people
- ♦ Work jointly with other workers in resolving conflicts and difficulties involving individual young people
- ♦ Facilitate professional assessments of clients requesting accommodation and/or support
- ♦ Be aware of, and appropriately respond to the dynamics of the group of young people, provide crisis intervention and guidance to young people when required.
- ♦ Assist young people to develop and extend their individual support networks
- ♦ Ensure young people's needs are met and the processes used are fair and transparent
- ♦ Provide practical follow up support to former residents and

	<p>external housing support to tenants</p> <ul style="list-style-type: none"> ♦ Perform youth worker related tasks where necessary
<i>Staff Management/ Leadership</i>	<ul style="list-style-type: none"> ♦ Lead, mentor, support and supervise a team of youth workers to ensure high quality delivery of the service. ♦ Provide induction training for all new staff, volunteers and students in service delivery areas ♦ Develop and revise a roster to cover all shifts including on call arrangements ♦ Coordinate relief workers when rostered workers are unavailable ♦ Coordinate and supervise the activities of student and voluntary workers ♦ Be involved in the selection and employment of new workers ♦ Provide and facilitate individual and team supervision and training on a regular basis.
<i>Administration & Reporting Requirements</i>	<ul style="list-style-type: none"> ♦ Prepare and present the annual audit in conjunction with the treasurer and administrative assistant. ♦ Prepare various reports, including annual reports, submissions and accountability statements on grants, monthly board reports, and quarterly returns to the Department of Housing and Public Works. ♦ Manage and make recommendations to the Management Committee on all capital and other expenditures.
<i>Management of Internal Policies and Procedures</i>	<ul style="list-style-type: none"> ♦ Facilitate the development of policies and procedures to ensure consistency at the level of service delivery ♦ Maintain an up to date knowledge of legislation and industry practices impacting the youth services sector, industrial relations regulation etc, to ensure policies and procedures remain current and compliant.
<i>Fund Raising and Grant Writing</i>	<ul style="list-style-type: none"> ♦ Actively seek opportunities to secure grants and fund raising opportunities for the benefit of the service. ♦ Upskill other staff members in grant writing and fund raising.
<i>Liaise with external stake holders</i>	<ul style="list-style-type: none"> ♦ Establish and maintain effective relationships with relevant government departments ♦ Liaise and consult with funding bodies and negotiate on behalf of the organization ♦ Liaise with relevant peak bodies and other organisations on government policy directions ♦ Maintain and develop relationships with other youth services

	organisations in the Brisbane region.
--	---------------------------------------

Key Selection Criteria	
1)	Demonstrated experience in working in the Youth Services sector in a supervisory capacity.
2)	A strong commitment to providing a safe, inclusive and respectful environment for our clients and to achieving the best possible outcomes for those in our care.
3)	A sound understanding of industry specific reporting and systems such as SHS, QHIP, HSQF and OASIS.
4)	Obtain a positive notice in the Working with Children Check (Blue Card) and any other legislatively required personal history screening as required.
5)	Sound leadership capability within the Youth Services sector including structured supervision and conflict resolution.
6)	Hold a minimum Diploma qualification in Community Services or related discipline
7)	The ability to work closely with the young people, staff and Management Committee in this small, unique organization.
8)	Adherence to safe work practices at all times, First Aid certificate and/or WHS certification would be considered favorable.
9)	Current Queensland Drivers License