

Position Vacant

Youth Program Coordinator: Coffs Harbour

We are seeking to employ a professional and values-aligned person to join our supportive and friendly team and to assist us in delivering the Blue Sky Youth and Family Service on the Mid North Coast of NSW.

A part-time position is available - 32 hours per week (with some flexibility required, working 5 days per week, including after school hours, and occasional evening and weekend work). This position works closely with the Youth and Family Facilitator to deliver the Blue Sky Youth and Family Service.

Closing Date

Applications must be received **before midday** on Monday, 28th March 2022.

Who are we looking for?

Successful applicants for this position, will be people who:

- are friendly, kind and positive people, with a can-do attitude
- not only want to meet expectations, but want to exceed them
- are highly organised, efficient and effective.
- are passionate about supporting young people and families.

About Blue Sky Community Services

Blue Sky Community Services is a not-for-profit values-based community organisation. Our vision is to support people to thrive and to create communities where everyone belongs. Since 1975 we have been working in partnership with people and communities to achieve positive outcomes. We deliver a range of services that assist the people and communities we work with to thrive.

Our work environment is supportive and flexible, and our culture is positive and values based. We have organisational values that are lived workplace practices. At Blue Sky Community Services we value optimism and innovation, integrity and respect, inclusion and diversity, and, connection and kindness.

We offer salary packaging, and invest in our staff's continuous learning and professional development journey.

We believe that the make-up of our workplace should reflect the diversity of the communities we work within. We therefore strongly encourage people from diverse backgrounds and cultures, and people who have lived experience of disability, to apply to work with us.

You can find out more about us, and our work, at our website at www.bluesky.org.au and by visiting our Facebook page.

About the Blue Sky Youth and Family Service

Blue Sky Community Services delivers the Blue Sky Youth and Family Service in the Coffs Harbour, Bellingen and Nambucca Local Government Areas on behalf of our funding partner, NSW Department of Communities and Justice. The position works out of Blue Sky's Groundworks Youth and Family Hub, located in Coffs Harbour.

The Blue Sky Youth and Family Service:

- supports collaboration and partnerships between Sector Staff, other Targeted Earlier Intervention service providers and relevant services to improve outcomes for children (8 years and over) and young people at risk of disengagement with school, families and communities
- acts as entry point for children (8 years and over), young people and families to access information, advice and supported referrals and to participate in activities that increase a sense of belonging to community
- provides a range of community support and capacity building activities to develop life skills, increase social inclusion and community participation
- delivers evidence-based parenting programs, case management and other family capacity-building activities to increase the skills and knowledge of children (8 years and over), young people and families.

Positional Criteria

1. Demonstrated knowledge and understanding of young people and families, the youth and community sector, relevant legislation and standards including Child Protection legislation.
2. Experience working with young people and families, building their independence, skills and capacities.
3. Demonstrated ability to work with participants from a holistic, safety-optimising, evidence-based, person-centred, trauma-informed, strengths-based and capacity-building approach.
4. Demonstrated ability to plan and deliver activities, including workshops and events, to develop life skills, increase social cohesion for young people and communities
5. Demonstrated ability to be a positive and professional ambassador for the organisation and to work with communities and the sector to build capacity to be welcoming, inclusive, accessible and responsive.
6. Possess excellent communication and interpersonal skills and have the ability to coordinate meetings and to develop and maintain positive relationships with a wide range of individuals, services and organisations.
7. Demonstrated ability to work in a culturally accessible, safe and appropriate way with diverse populations including with Aboriginal people or people who are Culturally and Linguistically Diverse.
8. Highly developed administrative and time management skills, proficient utilising information technology and competent using a range of software including social media.
9. Hold a current Drivers Licence.

How to apply

To apply for this position, applicants must:

- complete the Application Form (downloadable from our website); applications that are received without a completed application form will not be considered
- email the completed Application Form and a current Resume to recruitment@bluesky.org.au

In responding to the criteria, applicants need to demonstrate how they fulfil the criteria of the position.

Please note that applications that are received after the closing time will not be considered.

Our Recruitment Process

Stage One: Application Assessment Stage

- All applications are assessed against the criteria.
- Applications that are not complete, or that do not satisfactorily address the criteria will not be considered for interview.
- Shortlisted applicants will be asked to proceed to the interview stage of the recruitment process.
- Applicants who are not selected to progress to the interview stage will be advised by email.

Stage Two: Interview Stage

- Applicants who are selected to progress to the interview stage will be contacted to arrange an interview date, time and location.
- At the interview, applicants will be asked questions to determine whether they are able to perform to a high standard within the role and to determine whether they are a good fit for the position, the organisation and our values.

Stage Three: Further Information Gathering Stage

- Following the interview applicants may be asked to complete on-line psychometric testing, to further determine suitability for the position.
- Following the interview, the organisation may contact the applicant's referees to further determine suitability for the position.
- Applicants may also be requested to attend a second interview.

Stage Four: Employment Stage

- Successful applicants will be contacted by the organisation to discuss employment possibilities.
- Unsuccessful applicants will be advised via email.
- Unfortunately, due to the volume of people who apply for our positions and want to work with us, we are unable to provide individual feedback to our applicants.