



Position Description: Clin 2
Date Implemented: 04/2010
Date To Be Reviewed: 04/2012

POSITION DESCRIPTION

POSITION TITLE:	Senior Coordinator
PROGRAMME:	Clinical Services
AWARD/AGREEMENT:	SACS
CLASSIFICATION:	Level 9
RESPONSIBLE TO: (immediate supervisor)	Manager Clinical Services
REPORTING TO THIS POSITION:	Counsellor/Advocates (3-5)

OUR VISION

ASeTTS' Vision is for a more peaceful and just world where human rights are recognised, violations of human rights are challenged, and torture and trauma survivors are supported.

KEY OBJECTIVES OF ROLE

Under the supervision of the Manager Clinical Services this position is responsible for the co-ordination of several major contracts/services including budgetary, staffing, reporting and evaluation components.

This position supports the Manager Clinical Services. It co-ordinates the day to day delivery of services required by contracts managed by ASeTTS. The Senior Coordinator provides supervision and direction to staff within the clinical services programs and is responsible for overseeing reporting on contracts. The Senior coordinator is expected to meet KPI requirements.

A key objective of ASeTTS is to enhance service delivery and client outcomes. Therefore it is important for each staff member to be committed to the following:

- Working within ASeTTS' values of client focus, inclusion, accountability and respect
- Participating in supervision, meetings, training and events
- Being flexible and moving between programs and offices as required
- Participating in research, evaluation and development of new services
- Providing training and consultancy as required
- Contributing to agency key performance indicators
- Being an ambassador for ASeTTS at all times

By each staff member contributing in this way ASeTTS will remain a healthy and productive work environment.

KEY RESPONSIBILITIES OF ROLE:

- Co-ordinates contracts and service delivery
- Maintain positive relationships with the funding contract managers
- Recruit, select, orient, train and performance manage staff to effectively meet contractual/service obligations
- Prepare statistical and narrative reports in a comprehensive and efficient manner for funding bodies and management
- Provide clinical supervision to team members
- Provide supervision for student placements
- Identify service gaps and make recommendation to improve the quality and quantity of service provision
- Contribute to strategic, operational and team planning
- Report and document critical incidents in an effective manner
- Write grant and tender submissions and secure funding

SELECTION CRITERIA:

ESSENTIAL:

- WA recognised full qualification in Social Work or Psychology
- Registration with relevant professional body
- Significant casework and counselling experience
- Strong supervisory and leadership skills
- Excellent verbal and written communication skills especially in influencing, negotiating and report writing
- Ability to demonstrate a positive team behaviour
- Strong skills in developing and maintaining collaborative relationships internally and externally
- Ability to work cross culturally
- Demonstrated understanding of the role of advocacy in client work
- Current valid driver's licence and access to a motor vehicle
- Police Clearance and Working with Children's Clearance
- Australian Citizenship, Residency Status or Visa allowing unrestricted work rights

DESIRABLE:

- Knowledge of torture and trauma principles and practices
- Ability to establish new programs/services
- Ability to speak a second language

CONDITIONS:

- 38 hours per week. Office hours are 9am to 5pm Monday to Friday. Evening and weekend work is sometimes required to accommodate client needs.
- Level 8 SACS Award
- 9% employer superannuation contribution
- 17.5% loading on annual leave taken
- Salary packing is available
- ASeTTS offers a healthy lifestyle programme and flexible working conditions. Free parking is currently available.
- Position is subject to a three month probationary period.

CERTIFICATION:

Chief Executive Officer

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature

Date

Manager Corporate Services

Signature

Date

Incumbent

I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Signature

Date