

POSITION DESCRIPTION



POSITION TITLE	Coordinator, Case Management Training Project
REPORTING TO	General Manager, Northern Territory
DEPARTMENT	Service Delivery
AWARD	Social, Community, Home Care and Disability Services Industry Award 2010
CLASSIFICATION	Social and Community Services Level 6

THE ROLE

To lead and coordinate the development and delivery of a Case Management Training course specifically designed to meet the needs of Specialist Homelessness Services. The project will be delivered in close partnership with NT Shelter and will involve a tender process to select an appropriate training provider.

KEY RESPONSIBILITIES

Duties

- Perform the role of overall Project Management ensuring a strong and effective partnership with NT Shelter
- Liaise and consult with relevant stakeholders to ensure the Case Management Training course project is promoted and appropriately developed
- Establish and support a project reference group
- Lead the coordination of the tender process including: documentation preparation, release, selection and appointment
- Monitor, evaluate and document the project
- Develop and negotiate arrangements so that the Case Management Training course can continue to be available to the sector beyond the life of the project
- Other tasks as assigned, in line with the responsibilities and level of the role.

QUALIFICATIONS, EXPERIENCE AND ATTITUDE

- Tertiary qualifications in project management, community services or relevant field
- Experience in a similar role with demonstrated experience in stakeholder engagement, project management and the development of training materials
- Comprehensive knowledge of the community services sector and the skills and knowledge required to perform the role of Case Management
- Ability to build strong relationships at all levels based on trust and collaboration
- Concise and tailored communication and strong interpersonal skills
- Adapts well to and can lead, drive, and advocate change in an organisation
- Demonstrated passion for Women's Rights, social change and contributing to an organisation that advocates for equality through influencing and pushing boundaries
- Valid state-based working with children or working with vulnerable people check
- Experience leading tender processes (highly desirable)

Commented [RU1]: Feel free to add in a relevant qualification if you know of one

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