



Woorabinda Aboriginal Shire Council Position Description

Job Title:	Community Justice Group Coordinator
Award:	Queensland Local Government Industry (Stream A) Award - State 2017
Division and Section:	Division 2: Section 1 - Administrative, Clerical, Technical, Professional, Community Service, Supervisory & Managerial Services
Classification:	Level 5
Employment Type:	Full Time
Department:	Community Services Team
Reports to:	Chief Executive Officer
Approved:	Chief Executive Officer – Kevin Bell

POSITION OBJECTIVE

The Community Justice Group Coordinator is responsible for the development and delivery of community justice program in Woorabinda in accordance with the ATG requirements and JAG program funding service objectives. The position has extensive day to day contact with the community.

WOORABINDA ABORIGINAL SHIRE COUNCIL (WASC)

Our Vision

A community of opportunity

Our Purpose

Woorabinda Aboriginal Shire Council will:

- Provide adequate infrastructure to support the needs of the community
- Facilitate and support the development of employment and business opportunities
- Work with local service providers, State and Federal Government to maximise the effectiveness of its services
- Protect Country and maintain strong cultural identity

Our Values

Respect – We respect and value our country, our culture, our people and our neighbours

Strong Creative Leadership – We welcome the responsibilities given to Council by the State and Commonwealth Governments and we are committed to maximising the Council's role in community advancement.

Fairness – We recognise that all residents must be treated equally with sincerity and honesty while respecting the rights of individuals

Honesty – We value honesty and appreciate its importance in the development of trust

Efficiency – We value efficiency because it allows us to achieve more

POSITION SPECIFIC KEY RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the programs service objectives and Council's operational and corporate plans.

All duties are to be conducted in an efficient, timely, professional and safe manner. In accordance with the ATG office requirements, the key responsibilities include:

1. Assist the Community Justice Group to address the following broad range of justice issues in the Woorabinda community:
 - Court support and advocacy at all court proceedings at the Woorabinda Magistrate Court House;
 - Conflict between individuals and families (perpetrators and victims);
 - Domestic Violence;
 - Breaches of the law;
 - In line with the AMP, support efforts in the control of supply and consumption of alcohol in the community and the supply and use of illicit drugs and other harmful substances.
2. Proactively promote the Community Justice Program.
3. Organise, facilitate, record and file Community Justice Group meetings.
4. Assist the Justice Group to work in cooperation with the police service, community street patrol, the courts, Corrective Services, Council and other government and non-government agencies.
5. Assist the Justice Group to take action on the primary causes of violence and offending in the Woorabinda community and thereby help in the prevention of crime and violence.
6. Assist the Justice Group and the community to establish an effective system for overseeing supervisory orders.
7. Assist the Justice Group in providing advice and recommendations to the court, especially pre-sentencing reports and submissions.
8. Provide a point of contact to members of the community in relation to Justice Group activities.
9. Where necessary, assist the Justice Group to facilitate culturally appropriate mediation processes as a way of resolving disputes and reducing conflict.
10. Enable the Justice Group to undertake traditional dispute resolution processes as a way of giving effect to culturally appropriate sanctions and social control.
11. Ensure that reports and acquittals are provided to government funding agencies in a timely manner.
12. Transport clients to court proceedings within the Central Queensland region.

SELECTION CRITERIA

1. *Knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrated ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people is essential. Experience working and living in Woorabinda and/or aboriginal communities would be highly regarded.*
2. *An ability to manage and coordinate a community based program.*

3. *An ability to coordinate, work with and facilitate decision making processes to guide the implementation of program and services to meet the requirements of the Justice Group initiative.*
 4. *Knowledge and an ability to relate an understanding of the key concepts of Aboriginal law and social organisation to the work of the Justice Group.*
 5. *Ability to use computers to write reports and prepare acquittals to government.*
 6. *Willingness to learn and work as team to achieve results in the delivery of the Justice Group initiative.*
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CORPORATE RESPONSIBILITIES

Policy and Procedural Responsibilities

Be aware of, and act in accordance with all council policies and procedures.

Code of Conduct

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

Work Health and Safety

Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Chief Executive Officer
Internal Liaison:	Members of the Community Services Team, Chief Executive Officer, Managers, Councillors, and all Woorabinda Aboriginal Shire Council employees.
External Liaison:	Federal and state government agencies, statutory authorities, Local Government Association of Queensland, industrial associations, members of the community

EXPERIENCE AND/OR QUALIFICATION REQUIREMENTS

- Five (5) years or more working in a discrete Aboriginal Community
 - A relevant certification or tertiary qualification in Human Services or Justice Industry Sectors
 - Blue card
 - Hold at minimum a current "C" class driver's licence
 - Criminal History Check
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POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as Woorabinda Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.