



Activities Coordinator

Position Description

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Position Title	Activities Coordinator	Email: vinnies@vinnies.org.au Website: www.vinnies.org.au Donation Hotline: 13 18 12
Responsible Council	NSW State Council	
Reports To	OLC Program Manager	
Base Location	Ozanam Learning Centre (OLC) – Edel Quinn House Wagga Wagga	
Primary position objective	<p>The OLC Activities Coordinator is responsible for the daily operations of the Ozanam Learning Centre at Edel Quinn in Wagga Wagga.</p> <p>The OLC Activities Coordinator will coordinate, develop and/or facilitate information sessions, training and education programs, social and recreational programs, health promotion activities and basic living skills programs.</p> <p>The OLC Activities Coordinator will collaborate with key stakeholders for provision of collaborative programs and to ensure that programming meets community need.</p>	

St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

Service and Program Overview

Edel Quinn provides specialised crisis and short term accommodation support including outreach to men and women aged over 18 who are homeless or are at risk of homelessness. There are three teams at Edel Quinn case work, accommodation support and the OLC. These teams work together to provide;

accommodation support, transitional housing, outreach services and education and social engagement program.

The OLC is part of the St Vincent de Paul Society NSW's Support Services, Community Development Team. The purpose of the Community Development Team is to lead quality and innovative programs that shape cohesive communities which strive to support resilience, inclusion and a sense of being and belonging.

There are three Ozanam Learning Centres across NSW collocated with rehabilitation or crisis accommodation. The OLC in Woolloomooloo is co-located with the Mathew Talbot Hostel. The OLC in Armidale is at Freeman House and is co-located with a drug and alcohol rehabilitation facility and crisis accommodation. The OLC in Wagga Wagga is at Edel Quin and co-located with crisis accommodation.

The OLC supports people who are at imminent risk of homelessness or those who require social inclusion options to prevent them from falling into cycles of disadvantage and marginalisation. We are focused on producing sustainable pathways that provide people with skills, confidence, and opportunities. With an innovative approach, the OLC works with the community and our corporate partners to empower individuals and promote independent living.

The OLC aims to break the cycle of homelessness by supporting people to achieve their goals. We achieve this through a person-centred and strength based approach: forming trusting and professional relationships, facilitating referrals to relevant support services including case management, providing training and education programs, offering recreational activities and providing a holistic living skills program. The OLC shares an individual's journey and supports them to develop and grow peoples potential.

Duties and Responsibilities

Activity Coordination and facilitation

- Lead the development and delivery of the activities at the OLC such that it achieves its key objectives and activities as detailed in the OLC Work Plan
- Develop and facilitate activities that build social engagement, living skills / employment skills, support recovery and / or provide opportunities for personal and skill development
- Promote the activities of the OLC and create strategies to maximise client participation through consumer consultation, community collaboration and partnerships and referrals
- Develop, implement and maintain feedback and evaluation processes that promote consumer participation and lead to processes of continuous improvement and quality practice
- Identify opportunities to facilitate and deliver programs and activities in collaboration/partnership with other organisations
- Ensure that there is a supportive and comfortable environment fostered for those that access programs through the OLC.
- Develop volunteering opportunities at the OLC which includes recruiting, inducting and supporting volunteers.

Stakeholder Engagement

- Welcome visitors to the OLC supporting them to engage in activities or link into appropriate supports
- Build and maintain working knowledge of local community supports and services to ensure a holistic person centered approach to service this includes contributing to key community and interagency meetings / forums, advocating and raising awareness of key issues
- Create and support processes for cross referrals both internal and externally
- Collaborate with internal stakeholders to ensure that programming is relevant

Accountability

- Organise and maintain relevant administrative records and systems
- Provide written reports and program data to the Program Manager within appropriate timeframes including a monthly program report
- Ensure that the OLC is a clean and safe environment for activities and during drop in time
- Monitor the programmatic budget
- Develop and implement local procedures and ensure compliance with SVDP policies
- Maintenance and accountability of the program budgets, team expenses and resource requirements
- Adhere to all SVDP WHS safety policies and procedures, meet with WHS legal obligations and lead good WHS practice within the team
- Participation in, but not restricted to, staff meetings, planning, activities, work groups and all activities that enhance the work of St Vincent de Paul Society
- Additional relevant duties as required/directed

Essential Criteria

- Relevant tertiary qualifications and/or demonstrated experience in community development, social work, community services and / or educational programs.
- Demonstrated understanding and experience working with those who experience social exclusion due to homelessness, the impact of trauma, mental health issues, alcohol and other drug issues and / or unemployment.
- Demonstrated experience with program design, delivery and coordination
- Demonstrated experience facilitating and evaluating workshops and / or social engagement activities
- Demonstrated experience with monitoring and evaluation including maintaining relevant data management systems.
- Highly developed written and verbal communication skills - including report writing, conflict resolution skills, interpersonal and negotiation skills and confidence with using Microsoft Office.
- Willingness to adhere to the ethos and Mission and Vision of the St Vincent de Paul Society NSW with the ability and commitment to maintain an ethical, non-judgmental, attitude towards clients
- Demonstrated ability to work as part of a team and to work independently and unsupervised.

Desired Skills

- Current Driver's Licence
- Demonstrated competence skills in trauma informed practices and Mental Health First Aid.
- A solid understanding of nonviolent crisis intervention principles and practices.
- Current First Aid certificate
- Qualifications or experience in project coordination /management

The St Vincent de Paul Society is an Equal Employment Opportunity Employer