

PROFESSIONALISM

CREATIVITY

RESPECT

INTEGRITY

## COMMUNITY PROGRAMS COORDINATOR

- Leadership role supporting teams across two sites in Sydney region
- Sydney North and Western Sydney locations including Blacktown and Hornsby
- Full Time, Fixed Term with an essential service provider to June 2022 with the possibility of extension
- NFP Salary Sacrificing available

This is an exciting opportunity for an experienced and innovative professional to support the Community Services Manager in the operations and leadership of the Western Sydney and Sydney North Community Programs teams.

The Coordinator is responsible for leading and monitoring the teams to ensure measurable, effective, and efficient service outcomes are delivered. The Coordinator, is required to support a client case load, providing counselling, and facilitating online and face to face group programs. The position collaborates with key stakeholders to develop referral pathways and establish strong relationships with services in the community sector.

This is a full time, fixed term opportunity in which you will provide coordination and leadership to the Community Programs teams, direct service provision through counselling and group facilitation; oversee clinical review; and assist with marketing the program to the community- building referral pathways and further developing relationships with key stakeholders. This position is required to oversee the data collection and outcome measures required for reporting.

### ESSENTIAL SELECTION CRITERIA:

- Tertiary qualifications in relevant discipline or VET qualification with significant experience.
- Demonstrated experience leading and/or managing a small team within a clinical governance framework.
- Demonstrated ability to develop and deliver AOD programs, particularly in community settings.
- Demonstrated ability to support people with complex support needs including those with intersecting AOD and Mental Health needs and cognitive impairment, significant contact with criminal justice system and other similar complexities.
- Demonstrated experience and ability to network, develop stakeholder relationships (including with funding bodies) and work within communities including with other service providers.
- Demonstrated experience with client management systems.
- Knowledge and/or experience responding to clients in crisis (e.g. presenting suicide/self-harm).
- Computer literacy.
- Understanding of current context of AOD treatment in NSW, including Clinical Care Standards.
- Commitment to the Odyssey House NSW Mission and Values, WHS, EEO and continuous quality improvement.
- Hold a current NSW Driver's Licence.
- Hold or have the ability to obtain a Criminal History Check and Working With Children clearance for paid employment.
- Unlimited right to live and work in Australia.

### ABOUT US:

Odyssey House NSW is a not for profit, multi-site organisation that offers a diverse range of residential and community services for those impacted by the complexities of alcohol and other drug dependency.

The Odyssey House NSW teams are made up of experienced, skilled, and motivated professionals who understand the challenges that may be impacting the life and health of individuals, their families, friends and the wider community due to alcohol and other drug dependency.

If you are interested in this role, meet the above criteria and believe you are a great fit for our organisation, apply as per below. *With respect, this position is not open to Agencies.*

### To express your interest in this position:

- Include an updated version of your CV
- Address the Essential Criteria outlining how your personal skills and competencies equip you to fulfil this position and forward to Cameron Brown (HR 210) at [cameron.brown@odysseyhouse.com.au](mailto:cameron.brown@odysseyhouse.com.au)

Odyssey House NSW  
[www.odysseyhouse.com.au](http://www.odysseyhouse.com.au)



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