Council of Social Service of New South Wales

Service Coordinator - Shoalhaven Women's Resource Group Ltd

Applications close *29 June 2012*
**Nowra Women and Children's Refuge*
**Female - Service Coordinator*
**Permanent - 38 hours per week*
**Award - Social, Community, Home Care and Disability Services industry Award - Level 6 Pay Point 2 Position*

Nowra Women's Refuge is a not for profit non government organisation providing crisis accommodation and support for women and their children and single women who are escaping domestic violence or other life crises. In addition to the supported accommodation the Refuge also provides outreach, court support, case management (Early Intervention and Post Crisis) as well as Semi-independent supported accommodation.

The Coordinator will be responsible for the management of the Refuge, it's operation and service delivery.

Essential:

*Tertiary qualifications in Social Welfare, Community Work or related discipline;
*Demonstrated experience in the management of a Non Government Organisation or relevant experience as Team Leader in a multi disciplinary team
*Understanding of budget monitoring and accountability
*Excellent communication skills: verbal, written and computer competency
*Demonstrated ability to manage in a crisis, prioritise tasks and use problem solving skills
*Understanding of and commitment to feminist philosophies
*The ability to work collaboratively
*Understanding of Domestic Violence and its impact on women and children
*Knowledge and understanding of Child Protection Legislation;
*Must be available for weekend and after hours "on call" duties
*Current NSW Drivers License;
*Applicants must reside within a 60klm radius of the Nowra CBD.

Desirable:

*Knowledge of local Shoalhaven community organizations government and non government
*Previous experience working in a refuge residential setting
*Previous experience working with women who are experiencing Mental Health issues and how these issues may impact on homelessness
*Sound knowledge of Ethical Practice and Occupational Health & Safety (OH&S)
*Knowledge of SHS funding requirements and FACS Good Practice Guidelines

Being female is a genuine occupational qualification for this position under Section 31(2)(h) of the Anti Discrimination Act (NSW) 1977. SWRG Ltd complies with EEO guidelines. Working with Children Record and Police checks apply. Aboriginal and CALD (Culturally and Linguistically Diverse) women are encouraged to apply.

How to apply
Please contact SWRG Ltd by phone to request an Application Package:

phone: 4421 8276 (between 9am- 5.30 pm Mondays-Fridays)

Applications close: Friday 29 June 2012