

POSITION DESCRIPTION

POSITION TITLE	Assessment and Support Coordinator		
POSITION OVERVIEW	The Assessment and Support Coordinator is responsible for the holistic assessment of people presenting using the appropriate practice frameworks and theoretical approaches including strength based, person centeredness, and trauma informed practice. This role requires a high level of professionalism, ability to maintain relationships and team work. This position will involve rostered weekend work.		
CLASSIFICATION	WCS Level 6	SERVICE AREA	OneLink
EMPLOYMENT STATUS	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual		HOURS PER WEEK 38
LOCATION	Belconnen and various outreach locations		
IMMEDIATE MANAGER	Manager Housing and Homelessness		
INDUSTRIAL AGREEMENT	Woden Community Service Inc - Caring for Our People, Building Our Capability to Serve, Enterprise Agreement 2021-2023		
REPORTING RELATIONSHIPS			
NO OF DIRECT REPORTS	Nil	NO OF INDIRECT REPORTS	Nil
KEY RELATIONSHIPS			
INTERNAL	All WCS employees, Director Housing and Community Services		
EXTERNAL	Service Users, Organisations in ACT Community, ACT Government Partners		
KEY ACCOUNTABILITIES			
<ul style="list-style-type: none"> • Conduct holistic assessments in line with the appropriate practice framework – trauma informed practice • Ability to exercise professional judgement and appropriately assist a caller to explore and identify their needs, providing active client engagement with clients waiting for referral • Ability to effectively engage with a range of people from diverse backgrounds and experiencing crisis or vulnerabilities • High level application of assessment, case management and referral skills • Ensure that people who access OneLink for various services receive the most appropriate referral pathway according to their needs • Maintain up to date knowledge of information, resources and relevant services across the wide range of ACT Government and Community Services • Apply creative, innovative and integrated work practices, with a willingness to identify and contribute to process change • Contribute as an effective team member by sharing information, supporting and assisting colleagues in a proactive manner to meet goals and timeframes 			

- Actively participate in the ongoing improvement and integration of OneLink with ACT Housing and the service sector
- Engage in the ongoing improvement of own knowledge and skills through self-learning, attending agreed training programs, supervision and reflective practice
- Professionally represent and promote OneLink at Outreach locations, meetings or community events
- Establish and maintain relationships with key stakeholders
- Ability to enter data accurately, write clear and concise case notes and write comprehensive referrals in a timely manner
- Ensure your safety, the safety of the community, service users and your colleagues by following the WCS Work Health and Safety Policy and Procedures at all times
- Foster a culture where everyone is valued, respected and recognised by applying workplace diversity and equity principles
- Apply National Principles for Child Safe Organisations, as applicable for the role
- Perform other duties as directed by the Manager

EXPERIENCE & QUALIFICATIONS

Essential	<ul style="list-style-type: none"> • Demonstrated skills, knowledge and experience working with a diverse range of people through phone based assessments, face-to-face, case work, referrals and outreach • Demonstrated professional competence and sensitivity in holistic assessment processes and referrals, with the ability to identify needs and draw out relevant information via a holistic and person centred conversation • Demonstrated ability to use strengths based practices, person centred approaches and trauma informed practice • Ability to establish and maintain service knowledge, make and receive referrals and work in an integrated way • Demonstrated professional conduct and ability to build and maintain stakeholder relationships • Demonstrated exceptional written skills to ensure clear and concise case notes and comprehensive referrals with the ability to enter data accurately and in a timely manner • Proven ability to effectively time manage a range of competing priorities • Proven ability to actively participate as a team member and contribute to strategic and service improvement discussions • Current First Aid Certificate
Desirable	<ul style="list-style-type: none"> • Degree or Diploma Level in relevant discipline area, for example, Social Work, Community Services, Drug and Alcohol, Disability, Mental Health etc.; OR Certificate IV with extensive experience in a relevant field.
Other	<ul style="list-style-type: none"> • Demonstrate at all times commitment to WCS' Purpose and Values, and follow the WCS Code of Conduct • Ongoing employment is subject to applicants providing a satisfactory Police check and Working with Vulnerable People check

Document History	Original: 2016	Revised: 5 October 2021	Version: V2
Employee's name		Signature	DATE