



The purpose of the Darwin Asylum Seeker Support and Advocacy Network Incorporated (DASSAN) is the provision of advocacy and support services that benefit asylum seekers.

This is achieved by:

- Direct provision of welfare and emotional support to asylum seekers;
- Brokering for pro bono legal, medical and housing services for asylum seekers;
- Supporting community members to advocate for asylum seekers;
- Promoting an awareness of the issues affecting asylum seekers; and
- Contributing to policy decisions in regards to immigration detention and issues affecting asylum seekers and making representations on behalf of asylum seekers.

Job Description

Position Title:	Coordinator
Position Purpose:	To provide coordination of and support for DASSAN activities.
Position Reports to:	DASSAN Management Committee
Position Location:	Level 1, 38 Woods Street, Darwin NT
Industrial Instruments:	Fair Work Act 2009 and the Social, Community, Home Care and Disability Services industry (SCHCADS) Award 2010
Terms of Employment:	Part time (20 hours per week) for six months
Remuneration:	\$65,000- - \$75,000 per annum pro rata plus: <ul style="list-style-type: none">• 9.5% Superannuation paid to a fund of employee choice• 17.5% leave loading• Public Benevolent Institution (PBI) organisation salary packaging privileges

Statement of Duties:

The DASSAN Coordinator plays a significant role in the coordination and support for DASSAN activities in an ever changing and challenging environment. The main duties to be performed are:

Advocacy Team Coordination:

- Coordinate DASSAN volunteer community advocates to identify, prioritise and meet needs of asylum seekers in the community.
- Maintain an intake and allocation system to triage and allocate referrals of asylum seekers in community and allocate to community advocates.
- Provide supervision and support to community advocates where senior advocates are unable to do so.
- Provide complex case management assistance to clients where it is not possible or appropriate for volunteers to do so.
- Maintain a confidential case noting and record keeping system to ensure all work of community advocates with people seeking asylum is recorded, and that all client documents are filed appropriately.
- Maintain volunteer paperwork including ensuring that all ochre cards, police checks and volunteer information is up to date for the community advocacy team.
- Recruit and train new volunteer community advocates, and provide ongoing training and overall coordination (including regular team meetings) to the team.

General Coordination:

- Support DASSAN volunteers to conduct approved activities by planning, allocating and monitoring the organisation's internal resources.
- In consultation, represent DASSAN in matters affecting asylum seekers by identifying issues and establishing and maintaining effective relationships with relevant stakeholders, both locally and interstate.
- Effectively communicate DASSAN's purpose and activities, as the first point of contact for stakeholders and through dissemination of information, including the regular supporter's update. Work with the volunteer communications and media team to manage media and to ensure the website, twitter and Facebook page are maintained and up to date.
- Maintain general office, IT and administration systems and protocols including updating and maintaining data bases and contact lists and development and maintenance of organisational policies and procedures.
- Report to and support the Management Committee in meeting and carrying out its governance role including the development of budgets and the monitoring and management of finances.
- Work with the volunteer grants team and the Management Committee to investigate and secure funding and resources, in line with the activity priorities of the Management Committee and to ensure the ongoing viability of the organisation.

Position Attributes:

At DASSAN we value the ability to work creatively and independently, and the ability to be part of a team that treats others fairly and with respect. The DASSAN Coordinator will have:

- Well-developed leadership skills within a human services setting; including experience in volunteer management.
- Demonstrated project management skills and an ability to work to deadlines and to set priorities within competing demands.
- Demonstrated capacity to work with limited direction, and to use judgement to make effective decisions in line with organisational principles and priorities.
- Experience in complex casework with vulnerable client groups, and in particular, asylum seekers and refugees.
- High level written and oral communication skills including the ability to manage the media, develop and maintain strategic relationships, network with and present to a range of stakeholders and groups, facilitate and lead consultations and produce reports.
- An awareness of issues facing asylum seekers and refugees in Australia and experience working in a cross-cultural environment.
- Excellent administrative and information management skills, including experience with the Microsoft Office suite.
- Ability to work collaboratively and capacity to take direction from a Management Committee.
- A current NT driver licence, working with children check and a federal police clearance.