



Resources Program

Job Package Resources Officer

Pathfinders

Pathfinders is a large community-based organisation providing Supported Accommodation and Homelessness services, Family and Youth Support services, National Aboriginal Birth Certificate program, Client Support Services and Out of Home Care services. Pathfinders' services are located across the Mid North Coast, New England and Northwest Tablelands of NSW. Pathfinders is committed to child-safe, culturally safe and trauma-informed practice across all corporate and service delivery functions, and operates within contemporary governance, risk, compliance and digital environments. Pathfinders' vision is that all children, young people and their families will have a home and family where they feel they belong, are free from abuse, neglect, discrimination and inequality, and are able to achieve and contribute to their full potential.

The Sanctuary Model

Pathfinders' commitment is further strengthened by its implementation of the Sanctuary Model, a trauma-informed framework that guides our practices and organisational culture. The Sanctuary Model promotes safety, healing and recovery by embedding values such as nonviolence emotional intelligence, social learning, open communication, democracy, social responsibility and a commitment to personal and collective growth. These values underpin how we engage with clients, ensuring their rights are upheld in a supportive and empowering environment.

Role of Resources Officer

The Resources Officer works collaboratively with the Resources Coordinator to support the coordination of the operational requirements of all Pathfinders resources, including properties, vehicles and Information Technology and Communications (ITC). The role assists in ensuring that organisational resources are maintained to be fit for purpose while supporting the effective and efficient use of assets to achieve optimum return on investment for Pathfinders.

The role is required to ensure that all practices are undertaken in accordance with Respect@Work legislation, relevant legislation and organisational policies and procedures. This includes promoting a safe, respectful and inclusive workplace and supporting practices that uphold the safety and wellbeing of staff, clients and the broader community.

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Selection Criteria

- High level organisational skills with high degree of drive, initiative, outcome orientation, and the capacity to deal with multiple and often conflicting priorities.
- Relevant qualifications and/or demonstrated experience with managing properties, vehicles and ITC.
- Well-developed communication, negotiation and people skills for liaising with staff, creditors and external bodies.
- Knowledge of asset management including legal requirements in relation to both owned/leased properties.
- Knowledge of vehicles and the ability to assist with the management of the day-to-day operational aspects of vehicle assets.
- Knowledge of ITC assets and the ability to assist with the management of the day-to-day operational aspects of ITC assets.
- Knowledge of WH&S responsibilities in creating and maintaining safe conditions of Pathfinders assets.
- Administrative skills and computer literacy including internet and Microsoft Office applications.
- Adaptability and flexibility to accommodate change and provide responsive services to meet organisation's needs.
- Self-motivated, creative and enthusiastic approach.
- A commitment to the vision, values and objectives of Pathfinders Ltd.
- Ability to work both independently and as part of a team
- Current driver's license.
- Current NSW WWCC and Police Check

Conditions

This position is identified as child-related employment. Prohibited persons under the Child Protection (Working with Children) Act 2012 are not eligible to apply. The successful applicant will be required to maintain a current Working with Children Check and National Criminal History Check.

Ongoing compliance with Child Safe Standards, mandatory reporting obligations and Respect@Work expectations is a condition of employment.

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Guide for applicants

Pathfinders observe EEO principles when selecting and recruiting staff. Positions are offered based on merit, that is, the applicant considered to be the most capable of doing the job is selected.

Pathfinders encourage applications from people who identify as Aboriginal and/or Torres Strait Islander descent

Qualifications, experience, skills, standard of work, and personal qualities relevant to the position advertised are considered when making the decision.

How to apply

Applicants MUST follow these steps to be considered for the position.

Provide a typed application that includes:

1. A statement addressing each of the essential criteria, with examples demonstrating how you meet them.
2. A current resume outlining your relevant skills and experience.
3. A copy of your academic qualifications (photocopy or scanned copy)
4. Review, sign and attach copy of job package.
5. The names and contact details of two recent work-related referees (at least one referee who should be a current or recent supervisor, if possible)

Submit your completed application via email to: hr@pathfinders.ngo

Application enquires to Corporate Services at: hr@pathfinders.ngo

Interview

If you are selected for an interview, you will be contacted by telephone or email. If you need wheelchair access, an interpreter because you are hearing impaired, or have any other requirements, please advise so we can make appropriate arrangements.

Pathfinders is committed to inclusive recruitment practices and reasonable adjustments will be provided upon request.

Interviews are conducted by a selection panel.

Only questions related to the requirements of the position will be asked.

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Finance & Resources Program

Job Package Resources Officer

Position Title:	Resources Officer
Responsible to:	Senior Resources Coordinator
Position Status:	Full Time. Part Time will be considered
Pay Level:	SCHADS Award Level 3.4

Purpose of position

The Resources Officer will work with the Resources Coordinator to help coordinate the operational requirements of all Pathfinders resources (Properties, Vehicles and Information Technology & Communications (ITC)). Ensure that resources are always fit for purpose whilst ensuring optimum return on investment to Pathfinders.

Reporting relationship and accountabilities

Resources Officer will:

Adhere to the Position Description for the Resources Officer, Staff Code of Conduct and Policies and Procedures of Pathfinders Ltd.

Prepare and deliver reports, records and statistics as required by the Resources Coordinator.

Participate in the performance appraisal process.

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Specific tasks and responsibilities

Administrative

- Provide administrative support to the Resources Senior Coordinator as required/directed.
- Ensure all income/expenditure is costed accurately and in a timely manner.
- Monitor, action and assign tasks in the Resources email inbox

Properties

- Assist with the maintenance of a database of properties both owned/leased by Pathfinders.
- Assist to source and vacate properties as required.
- Assist the Resources Senior Coordinator to ensure legislative requirements in relation to both owned/leased properties are met.
- Complete 6 monthly internal inspections of all owned/leased properties as required, including identifying issues that require immediate rectification and potential issues.
- Complete ingoing, outgoing and routine inspections of owned/leased properties as needed
- Maintain accurate and up-to-date records, including paperwork, reports, file notes, and other documentation for properties.
- Ensure Pathfinders Property Policy is adhered to
- Assist in the implementation/completion all approved rectification work(s) at owned/leased properties.
- Assist in the maintenance program for all Pathfinders properties.
- Assist the Resources Senior Coordinator to ensure all properties are set up in accordance with requirements before they are handed over for use. This includes but is not limited to:
 - ensuring that all necessary fire/safety requirements are met;
 - ensuring appropriate levels of security are installed and maintained;
 - house set-up meets operational needs; and
 - connection/disconnection of all utility (power/gas/telephone/internet) services

Fleet Management

- Assist to maintain the database of vehicles for both owned and leased by Pathfinders.
- Assist to ensure legislative requirements in relation to new and existing vehicles are met.
- Assist to ensure Fleetpartners and LogBookMe records are accurately maintained.
- Assist the Resources Senior Coordinator to ensure vehicles are always fit for purpose and available.
- Assist in ensuring vehicles are serviced in accordance with manufacturer specifications.
- Assist the Resources Senior Coordinator to ensure vehicles are inspected at least once per quarter, and full inspections every 6 months.
- Assist to ensure the identification of all issues with vehicles that require rectification, either immediate or otherwise.
- Ensure that all necessary fire/safety requirements are met in all Pathfinders vehicles as required.
- Assist with motor vehicle insurance claims and repairs
- Assist the with vehicle delivery, returns and relocation as required
- Assist with unscheduled vehicle maintenance/repairs as required

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- Maintain accurate and up-to-date records, including paperwork, file notes, and other documentation, for motor vehicles.
- Ensure Pathfinders Property Policy is adhered to.

Information Technology & Communications

- Provide operational assistance to the Resources Senior Coordinator to ensure ITC Systems operate to the satisfaction of the organisation as required.
- Issue IT equipment as required
- Assist with IT related requests, including repairs

Operational Support

- Assist with testing and maintenance of systems for upgrades
- Participate in operational and ad-hoc projects as required
- Any other duties as requested by Management

General responsibilities across all functions

- Contribute to a positive teamwork environment and participate as an effective member of the team, including the implementation of all required strategies as per Pathfinders policies and procedures.
- Ensure all paperwork, file notes and other records are kept up to date, including inputting information into the required databases.
- Carry out any other reasonable tasks as directed.
- Support and promote the work of Pathfinders, maintaining a positive image of the organisation in accordance with level of position.
- Comply with all Pathfinders policy, code of conduct, procedures and practices, external funding body requirements and legislation.
- Apply and uphold principles of equity and anti-discrimination in the workplace and adhere to organisational and legislative Work Health & Safety requirements.

Work Health and Safety (WHS)

- All staff have a duty of care and a legal obligation to ensure that they:
- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Comply with the WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training

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Pathfinders – Purpose and Goals

Pathfinder's vision is that all Children, Young People and their Families have a home and family where they feel they belong, are free from abuse, neglect, discrimination and inequality and are able to achieve and contribute to their full potential in Australian society.

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Pathfinders Vision

The Pathfinders vision is delivering community and social services across regional and remote communities in every Australian State, territory and internationally.

Pathfinders Mission

Our mission is to empower people to live with hope and equal opportunity to reach their potential. We provide hope through purpose and passion; generously sharing our expertise, knowledge and resources to make a transformative difference. We create equal opportunity by facilitating access to education, employment and safe housing; breaking down barriers that are obstacles to growth and independence.

Pathfinders Principles of Service

The following principles guide our provision of services to children, young people and their families:

- Our practice will reflect the rights of children, young people and their families to social justice, economic and social equality and self-determination and to be free from discrimination based on religion, gender, race, sexuality or disability
- Quality service provision based on equity and need
- Community based, collaborative approaches to the provision of services
- Individualised, flexible case planning using a strengths-based intervention model that ensures the safety, emotional security and connectedness of our clients
- Culturally appropriate interactions with families and children are paramount
- Participation of our clients and stakeholders in the process of service delivery and planning
- Continuous service development and quality improvement through ongoing evaluation and review.

Pathfinders across the New England, Northwest Tablelands and Mid North Coast and Northern Territory

Pathfinders is now located in offices across the New England and Northwest Tablelands at Inverell, Glen Innes, Tamworth and Armidale and the Mid North Coast at Kempsey, Taree, Port Macquarie, Coffs Harbour and Northern Territory.

Our services continue to grow with our organisation now supporting children, young people and their families with supported accommodation services, family and youth support services, juvenile justice, youth work, child protection, and Out of Home Care services.

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Pathfinders' programs and services include:

- Youth social, recreational and vocational programs
- Family referral services to ensure assistance gets to families and their children when they need it
- Information and referral assistance to link clients with appropriate support agencies
- Refuge and supported accommodation services to young people
- Full time support for young people in out-of-home care
- Juvenile justice support services to assist young people to reintegrate into our communities
- Child protection and family referral services
- Field placement and training for local TAFE and University students seeking employment in human services
- Provision of out of home care services, foster care support programs and foster care programs for children and young people under the guardianship of the Minister for Community Services
- Provision of family preservation services, supervised contact, therapeutic camps/activities and after-care services to vulnerable children, young people and their families

I acknowledge that I have read and understood my responsibilities associated with this Job Description.

Employee Signature

Date

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