Yarra Valley Winter Shelter

**Position Description - Deputy Project Coordinator**

The Deputy Coordinator position will support the Project Coordinator in the day to day operation of the Winter Night Shelter. They will be responsible for overseeing and managing the Winter Night Shelter project for two days each week during the three months that the Shelter is open (June-August).

*Hours:*

Workdays will be Saturday and Sunday - 8-9 am, 5-7pm. In addition, the Deputy will be on call each night and there may be a need to arrange appointments for guest assessments. There is some flexibility around workdays in negotiation with the Project Coordinator.

*Relationships:*

This position will relate closely with the Project Coordinator, Venue Coordinators, Support Centre Coordinator, guests and volunteers.

*Duties:*

1. Attend Steering Committee meetings before and during the operation of the Shelter.
2. Assess new guests and share information with Venue Coordinators.
3. Provide daily guest list to Venue Coordinators and minibus driver
4. Brief Venue Coordinator – new guests, previous incidents, changes to volunteer roster etc
5. Provide support to Venue Coordinators
6. Provide support to volunteers, including debriefing following incidents.
7. Assist guests with referrals to other organisations/agencies and with practical help where feasible.
8. Be ‘on call’ to handle queries and emergencies.
9. Contribute to project evaluation.

*Skills and competencies:*

1. Skills in relating to a range of people from different cultural and socio-economic backgrounds who may have complex needs.
2. Understanding of issues around homelessness.
3. A good listener and communicator.
4. Confidence in decision making and able to use initiative when addressing issues and challenges.
5. Ability to work collaboratively in a team and to lead as required.
6. Flexibility and willingness to adapt in a setting which can be unpredictable.
7. Experience liaising with formal welfare sector both relationally in person and through written correspondence helpful but not required.