



POSITION DESCRIPTION

REPORTS TO	Community Safety & Wellbeing Coordinator	CLASSIFICATION & HOURS	4.1 Full Time
DIVISION	Community Services	LOCATION	Various Locations

JOB PURPOSE

The Team Leader is responsible for supervising and supporting Community Night Patrollers in delivering a safe, effective, and culturally appropriate Community Night Patrol service. The role ensures consistent service delivery aligned with community needs, the Operational Framework, and the objective of ensuring children are home or in a safe location at night.

DUTIES AND RESPONSIBILITIES

Leadership & Supervision

- Supervise and support patrollers to deliver an effective and consistent patrol service.
- Provide daily directions, guidance, and problem-solving support.
- Monitor performance and ensure compliance with expectations.

Community Safety & Child Wellbeing

- Ensure children are at home or in another safe location with a parent or carer at night.
- Support patrollers to reinforce parent responsibilities regarding safe sleeping environments and school attendance.

Reporting & Administration

- Collate incident reports and statistical information.
- Complete incident reports where clients refuse assistance.
- Ensure accurate recording of patrol hours and submit timesheets.

Asset & Vehicle Management

- Ensure vehicles and equipment are used appropriately.
- Monitor vehicle cleanliness, safety, and report maintenance issues.

Stakeholder Communication & Community Engagement

- Communicate with schools, health services, safe houses, and police.
- Promote awareness of the Night Patrol service.
- Maintain positive relationships with community members and partners.

Operational Patrol Duties

- Perform all duties of a Community Night Patroller.
- Provide assistance, referrals, and safety interventions.

Key Relationships

Internal: Night Patrol Manager, Zone Coordinator, patrollers, corporate staff.

External: Schools, police, clinics, safe houses, community organisations.

SELECTION CRITERIA

Essential

- Experience supervising or leading a small team.
- Strong understanding of local Indigenous community and culture.
- Ability to de-escalate conflict.
- Strong communication skills.
- Accurate recordkeeping capability.
- Ability to work at night.

Desirable

- Experience in community services or community safety.

EDUCATION REQUIREMENTS

- Certificate III in Community Services or willingness to undertake.

EXPERIENCE & KNOWLEDGE REQUIREMENTS

- Personal Attributes
- Culturally respectful
- Calm under pressure
- Reliable and honest
- Problem solver

Compliance Requirements

- Adherence to the Operational Framework.
- Maintain confidentiality.
- Comply with WHS requirements.
- Current First Aid Certificate (or ability to obtain)

OTHER REQUIREMENTS

- Current Criminal History Check (within the last 3 months)
- Valid Working with Children Card
- Current Driver's Licence

ACKNOWLEDGEMENT

A/DIRECTOR:  **DATE APPROVED:** 25/02/2026

CHIEF EXECUTIVE OFFICER: Jennifer Marston **DATE APPROVED:** 25/02/2026