WYDAC
Warlpiri Youth Development Aboriginal Corporation

POSITION DESCRIPTION

POSITION TITLE:	Youth Program Team Leader (Yuendumu)	**DATE:**	May 2016
LEVEL:	Social, Community, Home Care and Disability Services Industry Award 2010 – Level 3.1	**SALARY:**	Award rate with relevant penalties
REPORTS TO:	Youth Services Manager	**DEPT:**	Youth Development Program
APPROVED BY:	CEO	**SUPERVISES:**	Youth Workers and Volunteers

PART A: ABOUT WYDAC

1. BACKGROUND

Warlpiri Youth Development Aboriginal Corporation (WYDAC), formerly Mt Theo Program, was started by Yuendumu Community in 1993 to address chronic petrol sniffing in Yuendumu. WYDAC achieved unprecedented community success in this initial struggle, which led to considerable growth in the scope of the services provided. WYDAC now provides a comprehensive range of programs that deliver diversion, development, treatment, and leadership services throughout the Warlpiri region.

WYDAC was created by, and for, Warlpiri people, and is governed by a Warlpiri Committee. WYDAC head office is located in Yuendumu Community, and WYDAC has permanent staffing and operations at five different Warlpiri sites – Yuendumu, Willowra, Nyirrpi, Lajamanu remote communities and Mt Theo Outstation. The notable, and sustainable, success of the program has been firmly based on the support and strength of local Warlpiri youth and their communities, as well as the ongoing commitment of staff.

The program aims to promote positive and meaningful pathways for all young Warlpiri people and, in turn, their families and communities. This is done through an extensive range of complementary, community-based programs, which are summarised briefly below

1. *Youth Development & Leadership Programs*
    a. Yuendumu Jaru Pirrjirdi including Yuendumu Pool
    b. Willowra
    c. Nyirrpi
    d. Lajamanu
2. *Client Services*
    a. Mt Theo Outstation
    b. Yuendumu Warra Warra Kanyi Counselling
    c. Outreach Counselling Services
3. *Program Infrastructure Support*
    a. Mechanical Training Workshop

b. Infrastructure Support and Training

4. *Management & Administration*

2. VALUES

We believe that health does not just mean the physical wellbeing of the individual but refers to the social, emotional, cultural and spiritual wellbeing of the community. We strive to support young Warlpiri people from all over the region to achieve their full potential as human beings, to build strong futures for themselves, their families and their communities.

3. GUIDING PRINCIPLES

Warlpiri patu kurlangu	Warlpiri Leadership & Ownership
Kurdu-kurdu jungarni yaninjaku	Positive and meaningful pathways for young people
Mardarni-njaku kurdu-kurdu jintangka	Support for Warlpiri youth to deal with hard times
Nguru-ngka taarnga-juku warrki-jarrinjaku manu nyiya-kanti-kanti mampu-ngku mardarni-njaku	Sustainable resources and infrastructure on country
Jinta-ngka karlipa warrki-jarrimi manu kalipa nyanu purda-nyanyi Yapa manu kardiya jinta-marri-marri-warrki jarrimi	Unique and responsible working relationships Yapa and kardiya working together

4. PROGRAM OBJECTIVES

- The primary purpose of our corporation is to develop strong young community leaders. The corporation aims to:
- Provide youth diversionary activities
- Provide rehabilitation for young people suffering from substance misuse Provide education, counselling and care for young people at risk
- Provide young people with positive alternatives to prison or juvenile detention
- Provide training and jobs so young people can stay in the community
- Provide positive life pathways into jobs and leadership through training development activities
- Share knowledge and skills with other Aboriginal nations
- Operate and maintain a Gift Fund to be known as “The Warlpiri Youth Development Aboriginal Corporation Gift Fund” in accordance with the requirements of the Australian Taxation Office”.

PART B: PROGRAM LOGIC

WYDAC runs youth development and leadership programs in the communities of Yuendumu, Lajamanu, Nyirrpi and Willowra. These programs are clearly designed to improve the safety and wellbeing of Warlpiri youth, their families and community, as well education, training and employment outcomes. WYDAC has been a pioneer within the context of remote Indigenous youth services, leading the transition from basic youth diversion services to a more comprehensive youth development service since 2002.

This has now evolved into a settled and successful model in all four Warlpiri communities. The Jaru Pirrjirdi process can be divided into three levels. It is a progressive model that young Warlpiri people can slowly move through, engaging in positive, healthy and challenging activities before culminating in their 'graduation' as strong, empowered young leaders within their family and community.

Level 1 Youth Diversion 'Manyu Wana Ngurrju'	• Youth Diversion Program
Level 2 Youth Development 'Pinarri Jarrinjaku'	• Jaru Youth Trainees • Education & Training
Level 3 Youth Leadership 'Jaru Pirrjirdi'	• Future Pathways & Leadership

Level 1 - Youth Diversion - Manyu Wana Ngurrju

The youth diversion program provides the bedrock for positive youth and community engagement in WYDAC youth development and leadership programs. Manyu wana ngurrju is translated here as young people 'having good and healthy fun'. The value of Youth diversion programs in regards to safety and wellbeing in remote Indigenous communities has been well-established by numerous independent reports as well as being profoundly valued by the communities, and by young people themselves as evidenced by high participation rates.

The youth diversion program seeks to engage young people in a range of positive, healthy, safe and interesting activities after school hours, during evenings, weekends and school holidays. Within WYDAC programs this may variously involve a wide variety of sports, art, culture, education or project activities. It is important to note that this is not merely a matter of basic sport and recreation activities but rather a dynamic, skillful and challenging program targeting improved physical, mental and social health for Warlpiri youth.

Level 2 - Youth Development – Pinarri Jarrinjaku

The second aspect of youth development activity is focused on growing the strength of young Warlpiri people. The Warlpiri translation for pinarri jarrinjaku is young people 'learning to be strong'. It does this through a wide range of education, empowerment and training opportunities for young people and ongoing support for school attendance.

Level 3 - Future Pathways & Leadership - Jaru Pirrjirdi

The third element of the WYDAC youth leadership and development program model is called 'future pathways' and represents the culmination of the Jaru Pirrjirdi (Strong Voices)

process. Future pathways refers to the creation of positive and meaningful futures for Warlpiri youth, to the development of their leadership.

PART C: POSITION SPECIFICATIONS

Purpose of the Position

The primary role of the Youth Program Team Leader (Yuendumu) will be to:

- Work under the supervision of the Youth Program Coordinator and support the Yuendumu Youth Workers to provide a five day per week program of activities that effectively and appropriately fulfil the purpose of youth program.
- Work with the Coordinator to support the Youth Workers to provide activities that are in line with WYDAC's strategic plan
- Ensure that Warlpiri governance and direction is adhered to and included in all aspects of program development and delivery

Key Relationships

The Youth Team Leader will be responsible to the Coordinator, YSM, Management and WYDAC committee. YTL reports directly to the Coordinator and as such needs to be responsive, communicative and work in close collaboration with the Coordinator.

Other key relationships that the Team Leader needs to actively foster and ensure are functioning effectively are:

- Yuendumu youth workers
- Yuendumu Cultural advisors
- Client services team
- Other WYDAC youth program team leaders and youth workers

Duties and Responsibilities

There are 7 key performance areas for the Yuendumu team leader

1. Youth Diversion Program

- Work closely with the Yuendumu Youth Development Team in facilitating a five-day per week youth activities program (the youth activities program will involve, not exclusively, basketball, softball, disco, youth drop in center, educational activities, and cultural excursions).
- Work with and support the Yuendumu Youth Development Team to deliver youth program activities of a high and efficient standard.
- Oversee and monitor the processes that youth workers are utilising to ensure all resources necessary for activities, are present and maintained.
- Oversee the arrangement of timely maintenance of program assets and procurement of equipment.

- Ensure that all incidents are dealt with appropriately, support youth workers and young people (as appropriate, in collaboration with YSM and Client services team).
- Monitor and observe young people for changes in behavior that may indicate a problem. Notify YSM and youth team, and follow organisational process to record and alert the relevant team member, attend Worry meetings to discuss concerns regarding potential problems.

2. Youth Development Program

- Facilitate jaru development activities through youth program, including Jaru specific nights.
- Support youth workers to embed "level 2" activities into regular programming activities.
- Support the facilitation of projects, such as (not exclusively) WETT training, Southern Ngalia, Milpirri and others in consultation with the YSM

3. Jaru Development

- Actively engage with Jaru trainees, with a focus on building strong relationships
- Actively facilitate Jaru opportunities for growth and development, through camps, workshops, ongoing support and supervision
- Actively support Jaru workers in the pathways they choose- employment, parenthood, leadership etc.

4. Youth worker and volunteer supervision and support

- Actively support and supervise youth workers, through being present on the ground in the delivery of program as well as through regular department meetings (once a week).
- Assist in the recruitment process, in close collaboration with the YSM
- Conduct performance appraisals for youth workers in your team in close collaboration with the YSM
- Maintain professional and respectful relationships with staff, young people and volunteers at all times
- Ensure that WYDAC policies and procedures are adhered to
- Support youth workers to support volunteers
- Identify and support appropriate pathways for Yapa young people to become youth workers

5. Warlpiri Governance

- Ensure that youth workers are supported to facilitate Sub-committee meetings at least once a quarter
- Ensure that these meetings are effectively planned and communicated to the relevant Jaru and other community members.
- Ensure that regular contact is made with the Cultural Advisors around programming activities, ideas and projects.
- Ensure that Cultural Advisors are consulted around any closure to program required.

6. External Stakeholder management

- Attend meetings with external stakeholders as required.
- Ensure that communication with external stakeholders is professional at all times
- Ensure that any commitments made to external stakeholders around the usage of WYDAC resources, including human resources is made in close consultation and with approval of YSM
- Ensure that any agreements made with external stakeholders around collaborative projects are made in close consultation and approval from YSM
- Represent WYDAC at all times in a manner that is professional, ethical and upholds all WYDAC policy and procedures.

7. Administration

- Adherence to quality management procedures
- Ensuring incidents are appropriately reported
- Attending and documenting internal and external meetings effectively and appropriately
- Monitoring and assisting with all relevant program data entry
- Ensuring all required reports are completed on time and are of a high standard.
- Ensure that documents pertaining to the maintenance of youth program are maintained, included (but not limited to) disco ledger, worry document etc.

PART D: PERSON SPECIFICATIONS

1. QUALIFICATIONS AND KNOWLEDGE

ESSENTIAL CRITERIA

- Demonstrated understanding of youth-at-risk and remote community issues.
- Demonstrated understanding of, and experience in working with cross-cultural persons and community development, preferably in a remote context.
- Experience working in administrative and management roles
- Excellent oral and written communication skills
- Excellent computer skills and experience working with spreadsheets and databases
- Demonstrated ability to work in a team
- Demonstrated capacity for resourcefulness, self-motivation and independent decision making
- Demonstrated negotiation skills
- Demonstrated stress management skills

DESIRABLE CRITERIA

- Certificate IV Youth work or willingness to obtain one
- Relevant tertiary qualifications

2. STANDARDS OF PRACTICE

- Maintain high professional standards of practice.
- Participate in ongoing training and professional development of self and others.

3. ADDITIONAL FACTORS

- Possession of a current 'C' Class Open Driver's License.
- Applicants will be required to obtain a criminal history check and Working with Children clearance – Ochre Card prior to commencing work

Endorsement

The preceding information is an accurate statement of the requirements and employment of this position, at this time.

Signature (CEO)_____ Date _____/_____/_____

I have read and understand the duties and requirements of the position as described in this position description and agree to be employed under such conditions and the relevant Award.

Employee's Signature_____Date _____/_____/_____