

**WYDAC**

Warlpiri Youth Development Aboriginal Corporation

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POSITION DESCRIPTION

POSITION TITLE:	Coordinator – WWK	DATE:	8 th August 2017
LEVEL:	Coordinator Social, Community, Home Care and Disability Services Industry Award 2010 – Level 5	SALARY:	Award rate with relevant penalties
REPORTS TO:	WYDAC Client Services Manager WYDAC Board & Management Team	DEPT:	Client Services
APPROVED BY:	WYDAC Board	SUPERVISES:	WWK Staff

PART A: ABOUT WYDAC **Background**

Warlpiri Youth Development Aboriginal Corporation (WYDAC) 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, Nyirripi, 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. Nyirripi
 - d. Lajamanu
2. *Client Services*
 - a. Mt Theo Outstation – Diversionary Centre
 - b. Warra Warra Kanyi Counseling
 - c. Intensive Family Support Service
3. *Program Infrastructure Support*
 - a. Mechanical Training Workshop
 - b. Infrastructure Support and Training
4. *Management & Administration*



2. Vision

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 such as;

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	Unique and responsible working relationships
Yapa manu kardiya jinta-marri-marri-warrki jarrimi	Yapa and kardiya working together

PART B: POSITION SPECIFICATION

1. Purpose of the position

- 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".

2. Program Logic:

In the Warlpiri language, WARRA-WARRA KANYI translates to mean 'caring for people'. It describes the kind of care that is appropriate for young Warlpiri adults; that is, watching over them quietly, 'worrying' for them, supporting them, and being there to help them when they encounter difficulty. It describes the kind of respectful, supportive care young people give each other through the mentoring process, as well as the approach taken by community elders, family members and staff members within this project.

Warra Warra Kanyi has been developed and embedded into WYDAC services and in Yuendumu over the past 15 years. The model that is utilized is one that recognizes the importance of both Yapa and Kardiya expertise in order to care for young people and their families in the most effective, professional and ethical fashion.

Warra Warra Kanyi is a counseling and case management service, that operates within a trauma informed, community development framework. There is also a crisis response element to this service. This program services young people and their families who are aged 16+, however there is limited flexibility to provide service outside this age group.

The WWK staff, and most especially the WWK mentors, are continually liaising with and participating in the community. This greater connectivity in communication allows for more appropriate and immediate counseling, mentoring and crisis responses which in turn ensures progressively; greater levels of prediction, prevention, containment or care.

The Intensive family support service (IFSS) grew from this model to provide service to families who have at least one child in the 0-12 age group. The program is in place to support families, strengthen relationships, improve wellbeing of children and young people and increase participation of young families in community life.

The aim of the program is to reduce child neglect and improve child wellbeing by increasing parent and carer capacity, and through supporting the development and implementation of evidence-informed and outcomes focused services.

3. Reporting and significant relationships

The WWK coordinator reports to the Client Service Manager, Management team and the WYDAC Board.

WWK counselors/case managers report to WWK Coordinator, supported by General Manager, Youth and Family services.

Other key relationships that the WWK Coordinator needs to actively foster and develop in order to be functioning effectively are:

- Cultural advisors
- Outstation Coordinator
- Youth development Team Leaders
- Jintangka Mardininjaku worker

Duties and responsibilities

Primary Duties

The following areas are critical to the role and constitute the primary duties required to be successful in fulfilling the duties associated with this position.

1. Coordination and supervision of WWK (Yuendumu, Willowra and Nyirrpi)

**Fortnightly case reviews with WWK Counsellors/case managers**

- a. Fortnightly case reviews with WWK counselors/case managers
- b. Conduct regular team meetings for WWK staff to ensure appropriate and necessary information flow
- c. Support WWK to grow Warlpiri mentors, increasing in capacity and numbers
- d. Manage on call roster/staffing
- e. Ensure that staff development and training is being supported and identified.
- f. Ensure that all counseling and case management practice across WWK is in line with all legal mandates and internal WYDAC policy
- g. Ensure high levels of communication with CSM and management team.
- h. Work closely with Outstation Coordinator to ensure appropriate access to Outstation services.
- i. Ensure that "worry meetings" are being coordinated by WWK counselors/case managers with Youth Development teams in each community.
- j. Support WWK and IFSS staff to be working in close collaboration with Youth Development team to ensure best outcomes for young Warlpiri people and their families.
- k. Oversee that the Client Data Base is regularly updated by WWK staff
- l. Travel to other Warlpiri communities to support staff

2. Admin/Resource building

- a. Support WWK teams to regularly update database
- b. Ensure that internal reporting deadlines are met
- c. Ensure that data for WWK is accurately recording in the database and that extraction of data is conducted in a timely manner, in line with external reporting deadlines as provided by CSM
- d. Support recruitment campaigns, including being available for interviews across the WWK team
- e. Ensure that appropriate and relevant resources are gathered to support WWK staff in their clinical work with young people and families.
- f. Adherence to WYDAC Quality Management Principles embedded in QC
- g. When attending external and internal meetings ensure that WYDAC values and policies and procedures are upheld and representation at these meetings is in a professional, ethical manner.

PART C: PERSON SPECIFICATIONS**Qualifications and knowledge****Essential Criteria**

- Tertiary qualifications in Psychology, Social Work or any other relevant discipline, with a minimum of 5 years experience in a community development context.
- Demonstrated understandings of working within cross cultural settings and an awareness of capacity building principles delivered in a remote Indigenous context.
- Experience with coordination of a multi-disciplinary team, or similar experiences, and work within an Indigenous context.
- Demonstrated experience in community based case management and maintenance of client notes and records.
- Excellent communication and negotiation skills in a cross-cultural setting, where English is a second language.
- Demonstrated capacity to work autonomously, objective decision making plus an ability to foster effective relationships with related internal and external agencies

DESIRABLE CRITERIA

- An ability to communicate effectively and sensitively with Warlpiri people and respond with respect to Aboriginal Leadership and management committee
- A knowledge and understanding of Aboriginal culture as well as a range of contemporary issues affecting remote Indigenous people
- Accredited Membership of relevant professional body.

1. STANDARDS OF PRACTICE

- Maintain high professional standards of practice.
- Participate in ongoing training and professional development of self and others, dictated by funding availability.

2. 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 ____/____/____