

## POSITION DESCRIPTION

JOB TITLE:	Outstation Case Worker	DATE:	May 2019
AWARD:	Social, Community, Home Care and Disability Services Industry Award 2010	SALARY:	Based on Level 3-1 Award and relevant penalties
REPORTS TO:	Outstation Coordinator	DEPT:	Outstation
APPROVED BY:	CEO	SUPERVISES:	Nil

CEO Signature: \_\_\_\_\_

### **PART A: ABOUT WYDAC**

#### **BACKGROUND**

Warlpiri Youth Development Aboriginal Corporation (WYDAC) was started by Yuendumu Community in 1993 to address chronic petrol sniffing in community. WYDAC achieved unprecedented success in this initial struggle, which led to considerable growth in the organisation, which now provides a comprehensive range of social services throughout Warlpiri country - a vast and somewhat remote area of almost one million hectares.

WYDAC is an Aboriginal Corporation created by and for Warlpiri people, consisting of more than 130 Board members, with representatives from across the four Warlpiri communities. WYDAC's head office is located in Yuendumu Community and has permanent staffing and operations at five remote Warlpiri sites;

- a. Yuendumu Community
- b. Willowra Community
- c. Nyirripi Community
- d. Lajamanu Community
- e. Mt Theo Outstation

The notable, and sustainable, success of WYDAC programs has been firmly based on the support and strength of local Warlpiri people, as well as the ongoing commitment of a dedicated WYDAC staff. All WYDAC programs aim to promote positive and meaningful pathways for Warlpiri youth and families. This is done through an extensive range of complementary, community-based programs, which are summarised briefly below;

#### **YOUTH and FAMILY SERVICES**

- 1.1 Youth Diversion
- 1.2 Jaru Pirrjirdi Leadership Development
- 1.3 Mt Theo Outstation - Rehabilitation Centre
- 1.4 Yuendumu Learning Centre
- 1.5 Yuendumu Swimming Pool
- 1.6 Warra Warra Kanyi Counselling (WWK)
- 1.7 Intensive Family Support (IFSS)
- 1.8 Lajamanu Early Learning Centre
- 1.9 NDIS disability support

#### **CORPORATE SERVICES**

- 1.1 Mt Theo Mechanical Training Workshop

- 1.2 Mt Theo Infrastructure Training Team
- 1.3 Office Administration
- 1.4 Work Health and Safety
- 1.5 Payroll and Accounts
- 1.6 Human Resource Management (HR)
- 1.7 Quality Management
- 1.8 Financial and Risk Management
- 1.9 Contracts Management

### **OUR MISSION**

We seek to be an effective Warlpiri-led organisation that provides education, early intervention, crises support and care services to improve the social, cultural, spiritual and emotional wellbeing within the four Warlpiri communities of Lajamanu, Nyirripi, Willowra and Yuendumu;

- Healthy, resilient and socially engaged children and young people
- Strong nurturing families
- Safe, vibrant communities
- Strong advocacy for Warlpiri people

### **OUR 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 children, families and young people, from across Warlpiri country, to achieve their full potential and to help them build strong futures. We value honesty and integrity in all we do.

### **GUIDING PRINCIPLES**

Warlpiri patu kurlangu	Warlpiri Leadership and Ownership
Kurdu-kurdu jungarni yaninjaku	Positive and meaningful pathways for young people and families
Mardarni-njaku kurdu-kurdu jintangka	Support for Warlpiri youth and families 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

### **PROGRAM OBJECTIVES**

- The primary purpose of WYDAC is to develop strong Warlpiri children, youth and families
- Provide youth diversion and early-intervention activities
- Provide youth leadership and development opportunities
- Provide education, counselling and care for young people and families
- Provide rehabilitation for at-risk youth who may be suffering from a range of issues including suicidal ideation, mental health challenges and substance misuse
- Provide young people with positive alternatives to juvenile detention
- Provide education, training and jobs so people can stay in the community
- Provide intensive support for young families and their children who may be going through hard times or where there is neglect

- Provide positive life pathways into jobs and leadership through training and development activities
- Share knowledge and skills with other Aboriginal corporations
- 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: POSITION SPECIFICATIONS***

### **PURPOSE OF THE POSITION**

The main job of the Outstation Case worker is to provide support to the Mt Theo Elders and carers as well as case management support to young people whilst residing at the Outstation. This is to be done in close collaboration and with guidance from both the Outstation Coordinator and Assistant Coordinator.

This role provides support to the Outstation Carers to make sure the young people staying at Mt Theo are looked after properly. This includes making sure that young people at the Outstation are supervised at all times as well as helping young people think about making better lives for themselves and their community.

The Outstation Case Worker will also assist Carers to engage young people in daily activities in line with the range of activities offered by the Mt Theo Outstation.

It will also be the job of the Outstation Case worker to take on the role of supporting reintegration back into community for the first two weeks of their return to the community encouraging them to engage in local youth activities, education etc. in order to maximize their chances of making positive choices. The Outstation caseworker will also act as the conjugate (in collaboration with Coordinator) between WWK and Mt Theo to support young people from all four Warlpiri communities to have access to this program.

The Outstation caseworker will provide support at WYDAC youth programs on an as needs basis, this will predominantly be over the summer holiday period – when the outstation is closed.

The Outstation caseworker will be supervised by the Outstation Coordination Team and ultimately the Outstation Coordinator, WYDAC Management and Committee.

### **REPORTING RELATIONSHIPS**

The Outstation Case worker will report directly to the Outstation Coordinator and Outstation Coordination Team.

### **DUTIES AND RESPONSIBILITIES**

#### **PRIMARY DUTIES**

There are 3 Key Performance areas for this role:

#### **Mt Theo**

Stay at Mt Theo for a minimum of 2 nights per week

1. Support the Elders with daily tasks

2. Support the young people with any challenges that may arise
3. Provide education – through informal conversations and interactions about AOD, Mental health or other psycho social challenges facing young people
4. Support and execute tasks associated with daily functioning of Mt Theo outstation, including cleaning, ration runs, ordering food, cleaning blankets etc.
5. Help Carers to supervise and implement a wide range of activities to engage clients, including a focus on helping young people work through their care plan including:
  - Culture
  - Maintenance and Infrastructure
  - Lifeskills/Recreation
  - Health and Hygiene
  - Education
  - Relationships
6. Help Carers to provide a safe, healthy and positive environment for young people to reside in at the Outstation by:
7. Following all Outstation Policies and Procedures
8. Abiding by all conditions of the Outstation Staff Agreement
9. Managing food stocks and supplies
10. Provide on-call support every second weekend.

#### **Case Work**

1. Provide reintegration support for young people upon their return to community for a period of two weeks (minimum) encouraging them to engage in local youth program, education, other WYDAC and/or community activities.
2. Support the facilitation of referrals, including referrals from communities outside Yuendumu. This includes assisting carers with assessment process, transport of clients with Outstation team member to and from Mt Theo.
3. Provide court support as required – face to face support, reports for the court.
4. Provide case management to young people on youth diversion
5. Support youth justice conferencing from a restorative justice framework
6. Ensure daily recording of data and case notes are completed. Support carers to record their data in a timely manner
7. Ensure that high levels of communication about anything relating to the young people in this program take place with Coordinator and Assistant Coordinator.
8. Be responsive to challenging behaviours that are demonstrated by young people in ways that go beyond punitive or restrictive measures.

#### **Administration**

1. Complete internal and/or external reports as required
2. Ensure that data is entered into client database in a timely manner
3. Ensure that all quality management processes are adhered to
4. Ensure that all WYDAC policies and procedures are adhered to
5. Mandatory reporting – in line with organizational policy
6. Attend relevant meetings such as
  - a. Supervision
  - b. Client Evaluation
  - c. Departmental

## **PART D: PERSON SPECIFICATIONS**

### **ESSENTIAL SELECTION CRITERIA**

1. Demonstrated understanding of, and experience in working with cross-cultural persons and community development, preferably in a remote context.
2. Experience working with young people in a case management framework.
3. Excellent communication and interpersonal skills.
4. Demonstrated ability to work in a team
5. Demonstrated capacity for resourcefulness, self-motivation and independent decision making
6. Demonstrated knowledge and awareness of Indigenous people's history and contemporary situation in the Australian context.
7. Experience working with young people who have challenging behaviours, and who present with complex needs.
8. Current driver's license
9. Computer competency
10. Knowledge and experience working with young people who have experienced trauma, have Mental Health and/or VSA/AOD issues, who have experienced family and/or domestic violence and have low literacy and numeracy skills.

### **NON ESSENTIAL SELECTION CRITERIA**

Experience with working from a restorative justice framework, facilitating conferences etc.

1. Have a LR license
2. Experience facilitating Restorative Justice Conferences

### **STANDARDS OF PRACTICE**

Maintain high professional standards of practice, in line with relevant legislation and organizational policy

Participate in ongoing professional development.

### **ADDITIONAL FACTORS**

Possession of a current 'C' Class Open Driver's License valid in Northern Territory.

Applicants will be required to obtain a criminal history check and Working with Children clearance – Ochre Card (on acceptance of position, and conditional to contract offer)

### **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 \_\_\_\_/\_\_\_\_/\_\_\_\_