



POSITION DESCRIPTION

POSITION TITLE:	Coordinator – WWK	DATE:	1 July 2019
LEVEL:	Coordinator Social, Community, Home Care and Disability Services Industry Award 2010 – Level 5	SALARY:	Award rate with relevant penalties
REPORTS TO:	CEO	DEPT:	Client Services
APPROVED BY:	CEO and Board Executive	SUPERVISES:	WWK Staff

CEO Signature: _____

PART A: ABOUT WYDAC

BACKGROUND

Warlpiri Youth Development Aboriginal Corporation (WYDAC) has dedicated itself to developing the strength, health, confidence and leadership of Warlpiri youth since 1993. The program aims to promote positive and meaningful future pathways for all young Warlpiri people.

The notable, and sustainable, success of the program has been firmly based on the strength of Warlpiri youth, families and their communities, as well as the ongoing commitment of staff. The program was created by, and for, Warlpiri people, and is governed by a Warlpiri Committee.

The WYDAC head office is located in Yuendumu Community, however WYDAC is comprised of a variety of programs operating at five different Warlpiri sites – Yuendumu, Willowra, Nyirripi, Lajamanu and Mt Theo Outstation. WYDAC also have an office located in Alice Springs. There are over 70 staff across the entire organisation with more than half of these being Warlpiri people.

WYDAC services include:

1. Youth and Family Services

- Mt Theo Outstation
- Jaru Pirrjirdi Youth Development Program
- Warra Warra Kanyi Counselling and intensive case management
- Intensive Family Support Service
- Jintangka Mardaninjaku (Community Development)
- Pina Pina Jarrinjaku Yuendumu Learning Centre
- Lajamanu Early Learning Centre
- NDIS Disability Support
- Restorative Justice and Court Diversion for Young People
- Tanami Kamina-Kamina Wirntija-ku (Tanami Girls Dance and Culture Camp)
- Yuendumu Swimming Pool

2. Corporate Services

- Contracts Management
- Financial and Risk Management
- Human Resource Management (HR)
- Infrastructure Support
- Mechanical Training Workshop
- Work Health and Safety

3. Management and Administration

- WYDAC Board and Management
- Finance and Administration
- Quality Management

WYDAC, and Warlpiri communities, began by challenging a generation destroying itself through substance misuse. Strong and skilled community action created an environment for healthy change and sustained success. This work has broadened greatly over the last 25 years beyond the initial crisis of petrol sniffing to any risk, opportunity or pathway arising for young Warlpiri people. WYDAC continues to facilitate the profound strength and capacity of Warlpiri youth, and their families, to meet these challenges and establish positive and meaningful futures.

WYDAC aims to be the primary social services provider for youth and family services within each of the four remote Warlpiri communities: Lajamanu, Willowra, Nyirripi and Yuendumu.

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	Sustainable resources and infrastructure on country

mardarni-njaku	
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”.

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 which 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 critically, a crisis response element to this service.

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 counselling, 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.

PART B: POSITION SPECIFICATIONS

PRIMARY PURPOSE OF THE POSITION

The purpose of the WWK Yuendumu counselor/case manager is to manage the day to day operations of this service working closely with the WWK Team Leader to ensure that practice remains within the WWK framework.

REPORTING RELATIONSHIPS

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

WWK counsellors/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 Nyirripi)

- a. Fortnightly case reviews with WWK Counsellors/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 counselling 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 counsellors/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

- a. Ensure that internal reporting deadlines are met.
- b. 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.
- c. Support recruitment campaigns, including being available for interviews across the WWK team.
- d. Ensure that appropriate and relevant resources are gathered to support WWK staff in their clinical work with young people and families.
- e. Adherence to WYDAC Quality Management Principles embedded in QC.
- f. 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.

STANDARDS OF PRACTICE

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

1. 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 (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.