

## POSITION DESCRIPTION

<b>JOB TITLE:</b>	Youth/Jaru Pirrjirdi Coordinator	<b>DATE:</b>	October 2019
<b>AWARD:</b>	Social, Community, Home Care and Disability Services Industry Award 2010	<b>SALARY:</b>	Based on Level 4-1 Award and relevant penalties
<b>REPORTS TO:</b>	General Manager	<b>DEPT:</b>	Youth/Jaru Pirrjirdi Program
<b>APPROVED BY:</b>	CEO	<b>SUPERVISES:</b>	Senior Youth Worker Youth Workers Jaru Volunteers Volunteers

**CEO's SIGNATURE:**

### *PART A: ABOUT WYDAC*

#### **1. 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, Nyirrpi and Yuendumu.

## **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 families and young people, from across the Central Desert 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 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

## **4. PROGRAM OBJECTIVES**

- The primary purpose of our corporation is to develop strong families and strong young community leaders

- Provide youth diversionary activities
- Provide youth leadership and development opportunities
- Provide education, counselling and care for families and young people
- 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 experiencing neglect
- Provide positive life pathways into jobs and leadership through training and 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: POSITION SPECIFICATIONS**

### **1. PURPOSE OF THE POSITION**

The primary role of the Youth/Jaru Pirrjirdi Coordinator is to coordinate the Jaru Pirrjirdi Youth Leadership and Development Program and to work closely with youth at-risk in Yuendumu. The overall objective is to strengthen young people to resist substance abuse and anti-social behaviour and provide opportunities for their personal and professional development.

The Coordinator manages the Youth Program staff and the Jaru Pirrjirdi Youth Team, to provide six days a week program of activities, as well as providing educational/training pathways, projects and in particular culturally appropriate activities.

Over the last seven years a strong youth committee, the “Jaru Pirrjirdi team” has been developed. This team often expresses that “we used to be petrol sniffers and now we’re helping to make Yuendumu a better place so other young people won’t sniff petrol”. The Jaru Pirrjirdi Coordinator will work with and be responsive to the Jaru Pirrjirdi Youth team and the Jaru Pirrjirdi Cultural Advisor.

### **2. REPORTING RELATIONSHIPS**

The Jaru Pirrjirdi Coordinator will be responsible to the General Manager and the WYDAC committee.

The Jaru Pirrjirdi Coordinator will:

- Report to the General Manager and the Jaru Pirrjirdi Cultural Advisor as appropriate.
- Report as per reporting requirements to DSS (Budget Based Funding BBF) and other relevant funding bodies.

- Provide regular reporting and written information re: participation and youth/Jaru Pirrjirdi program development to the General Manager, as required by WYDAC. This includes the transfer of the managing weekly time sheets, Jaru vouchers monthly reports, bi-annual and annual reports.

### **3. DUTIES AND RESPONSIBILITIES**

#### **PRIMARY DUTIES**

- Coordination of all Youth Program and Jaru Pirrjirdi Youth Team
- Coordination of all Jaru Pirrjirdi Youth Program activity
  1. Youth Diversion (inc. Youth Program, Culture and Projects)
  2. Youth Development (inc Jaru trainees, Education and Training, Life Pathways)
- High level interaction with other Department Coordinators to ensure joint activity cohesion and compatibility
- Coordinate the maintenance of all youth program equipment and infrastructure
- Coordination of program data entry by all staff in youth program database.
- Report on Youth Program and Jaru Pirrjirdi to WYDAC Management and relevant funding bodies.
- External representation of WYDAC and Jaru Pirrjirdi in meetings, conferences and workshops. Maintain close links with key partners such as the School, Paw Media and Incite Youth Arts.
- Facilitate ongoing adherence to quality management principles across WYDAC and ensure management of QC tasks.
- Support Staff to ensure department vehicles are clean and meet WYDAC and workshops safety standards

#### **RESPONSIBILITIES**

- Coordinate and support the Jaru Pirrjirdi Youth team to;
  - Provide a dynamic and effective 6 day a week youth program of activities.
  - Provide and maintain all resources/infrastructure needed to provide quality Youth and Jaru Pirrjirdi Programs.
  - Purchase food and other items as required
  - Facilitate involvement of Jaru Trainees
- Engage with and create close relationships with “at risk” young people and encourage their participation in youth/Jaru activities.
- Coordinate projects with Incite Youth Arts and other external and internal agencies.
- Create and maintain relationships/partnerships with organisations both local and external to increase education, training, health, and cultural and career opportunities for young people.
- Develop appropriate rosters, timetables, reporting templates.
- Liaise closely with the Jaru Pirrjirdi Cultural Advisor for program direction and staff’s cultural development.
- Be involved in the recruitment and induction of staff.

- Coordinate the training of volunteers.
- Risk Management
- HR Planning and strategy
- Monitor Jaru Pirrjirdi volunteers educational/training and career pathways.
- Monitor at risk youth for changes in behaviour that may indicate a problem. Notify co-workers regarding potential problems.
- Be responsive to feedback and ideas from the Jaru Pirrjirdi team and discuss with the Mt Theo team
- Be part of a team of people who care for each other and the program and who have strong cross cultural relationships of mutual support for one another

## **PART C: PERSON SPECIFICATIONS**

### **1. QUALIFICATIONS AND KNOWLEDGE**

- Year 12 or equivalent
- Qualifications and/or experience with youth-at-risk and a remote community context.
- Qualifications and/or experience in project management.
- Experience in human resource management.

### **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 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)

### **4. ESSENTIAL SELECTION CRITERIA**

- Demonstrated understanding of, and experience in working with cross-cultural persons and community development, preferably in a remote context.
- Demonstrated time management and project management skills.
- Demonstrated knowledge of quality improvement processes.
- Experience working in administrative 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

## 5. NON-ESSENTIAL SELECTION CRITERIA

- Relevant tertiary qualifications

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