**POSITION DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **POSITION TITLE:** | IFSS Coordinator | **DATE:** | October 2019 |
| **LEVEL:** | Coordinator  Social, Community, Home Care and Disability Services Industry Award 2010 – Level 5 | **SALARY:** | Award rate with relevant penalties |
| **REPORTS TO:** | General Manager – Youth and Family services | **DEPT:** | Client Services |
| **APPROVED BY:** | WYDAC Management  WYDAC Board | **SUPERVISES:** | Lajamanu & Yuendumu IFSS Case workers and IFSS mentors |

GM Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***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*
   1. Yuendumu Jaru Pirrjirdi including Yuendumu Pool
   2. Willowra
   3. Nyirripi
   4. Lajamanu
2. *Client Services* 
   1. Mt Theo Outstation
   2. Yuendumu Warra Warra Kanyi Counselling
   3. Outreach Counselling Services
3. *Program Infrastructure Support* 
   1. Mechanical Training Workshop
   2. 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 |

***PART B: POSITION SPECIFICATION***

1. Purpose of the Position

The purpose of this position is to ensure that the practice standards in IFSS are of the highest quality. To support the program to embed the WYDAC bi cultural way of operating into service delivery and to ensure that the eligible families and children get the best standard of support possible.

The primary role of the IFSS team leader will be

1. To provide clinical and operational support to the IFSS teams - in Lajamanu and Yuendumu.
2. To support the development and implementation of the IFSS program in Yuendumu and Lajamanu
3. To serve as part of the IFSS and broader Youth and Family services team

##### Reporting Relationships

Report directly to General Manager – Youth and Family Services and WYDAC management

|  |
| --- |
| 1. Duties and Responsibilities   Primary Duties  Provide operational supervision and support including:   1. Assess referrals, liaise with referring bodies and allocate families to Family Support Workers. 2. Case planning support, case reviews fortnightly and guidance to IFSS case workers and mentors 3. Providing direct CM support to IFSS families when staff on leave, in both Lajamanu and Yuendumu 4. Assist with the orientation of new staff, 5. Support staff to establish partnerships and networks with related services and programs to better address the needs of children and their families. 6. Provide ongoing support, development and mentoring for Warlpiri IFSS Mentors 7. Support the development and implementation of the IFSS program in Lajamanu and Yuendumu 8. Support the development of psycho social training and education in community for both vulnerable families/parents and broader community 9. Work together with the program staff and Contract and Communications Manager to source, develop and produce resource material to raise the awareness of strong parenting for children. 10. Administration     1. Supporting Case workers to maintain the Client database     2. Ensure that file notes are of high quality     3. Support staff to provide court support, or other reports relating to their Case management     4. Adherence to WYDAC Quality Management Principles embedded in QC     5. 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.     6. Support recruitment campaigns, including being available for interviews across the WWK and IFSS team 11. WHS     1. At all times adhere to safety principles, WYDAC policies and operating guidelines for the maintenance of a safe working environment.   ***PART D: PERSON SPECIFICATIONS***     1. **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. * 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   **DESIRABLE CRITERIA**   * Demonstrated understanding of, and experience in working with cross-cultural persons and community development, preferably in a remote indigenous context. * Ability to facilitate and take direction from an Indigenous Management committee * A knowledge and understanding of Aboriginal culture as well as a range of contemporary issues affecting remote Indigenous people * An ability to communicate effectively and sensitively with Aboriginal people.  1. **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 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 \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |
|  |