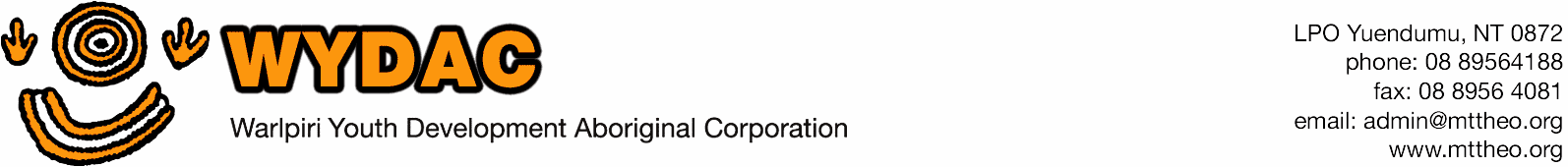
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**POSITION DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **POSITION TITLE:** | Lajamanu Youth Team Leader | **DATE:** | May 2016 |
| **LEVEL:** | Social, Community, Home Care and Disability Services Industry Award 2010 – Level 3.1 | **SALARY:** | Award rate with relevant penalties |
| **REPORTS TO:** | Outreach Coordinator | **DEPT:** | Youth Development Program |
| **APPROVED BY:** | CEO | **SUPERVISES:** | Youth Workers and Volunteers |

# 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. Nyirrpi
   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 |

## 4. PROGRAM OBJECTIVES

* 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”.

#### 

**PART B: PROGRAM LOGIC**

WYDAC runs youth development and leadership programs in the communities of Yuendumu, Lajamanu, Nyirrpi and Willowra. These programs are clearly designed to improve the safety and wellbeing of Warlpiri youth, their families and community, as well education, training and employment outcomes. WYDAC has been a pioneer within the context of remote Indigenous youth services, leading the transition from basic youth diversion services to a more comprehensive youth development service since 2002.

This has now evolved into a settled and successful model in all four Warlpiri communities. The Jaru Pirrjirdi process can be divided into three levels. It is a progressive model that young Warlpiri people can slowly move through, engaging in positive, healthy and challenging activities before culminating in their ‘graduation’ as strong, empowered young leaders within their family and community.

|  |  |
| --- | --- |
| Level 1 Youth Diversion  ‘Manyu Wana Ngurrju’ | * Youth Diversion Program |
| Level 2 Youth Development  ‘Pinarri Jarrinjaku’ | * Jaru Youth Trainees * Education & Training |
| Level 3 Youth Leadership  ‘Jaru Pirrjirdi’ | * Future Pathways & Leadership |

***Level 1 - Youth Diversion - Manyu Wana Ngurrju***

The youth diversion program provides the bedrock for positive youth and community engagement in WYDAC youth development and leadership programs. Manyu wana ngurrju is translated here as young people ‘having good and healthy fun’. The value of Youth diversion programs in regards to safety and wellbeing in remote Indigenous communities has been well-established by numerous independent reports as well as being profoundly valued by the communities, and by young people themselves as evidenced by high participation rates.

The youth diversion program seeks to engage young people in a range of positive, healthy, safe and interesting activities after school hours, during evenings, weekends and school holidays. Within WYDAC programs this may variously involve a wide variety of sports, art, culture, education or project activities. It is important to note that this is not merely a matter of basic sport and recreation activities but rather a dynamic, skillful and challenging program targeting improved physical, mental and social health for Warlpiri youth.

***Level 2 - Youth Development* *– Pinarri Jarrinjaku***

The second aspect of youth development activity is focused on growing the strength of young Warlpiri people. The Warlpiri translation for pinarri jarrinjaku is young people ‘learning to be strong’. It does this through a wide range of education, empowerment and training opportunities for young people and ongoing support for school attendance.

***Level 3 - Future Pathways & Leadership - Jaru Pirrjirdi***

The third element of the WYDAC youth leadership and development program model is called ‘future pathways’ and represents the culmination of the Jaru Pirrjirdi (Strong Voices) process. Future pathways refers to the creation of positive and meaningful futures for Warlpiri youth, to the development of their leadership.

**PART C: POSITION SPECIFICATIONS**

1. Purpose of the Position

The primary role of the Lajamanu Youth Team Leader will be to:

* Work with the Outreach Coordinator and Lajamanu Youth Workers to provide a five day per week program of activities, and
* Work with the Outreach Coordinator to facilitate the Youth Workers to provide activities and clean and maintain all program equipment and infrastructure.

##### Reporting Relationships

The Youth Team Leader will be responsible to the Outreach Coordinator, Management and WYDAC committee.

The Youth Team Leader will:

* Report to the Outreach Coordinator fortnightly and the Lajamanu Cultural Advisors when available.
* Advise of any incidences or ‘at risk’ behavior noticed in any youth to the appropriate WYDAC staff member.
* Provide regular reporting and written information re: participation and youth program development to the Outreach Coordinator, as required by funding bodies. This includes: Yapa staff members time sheets, daily and weekly data entry, quarterly participants list and six month activity reports.

1. Duties and Responsibilities

Primary Duties

* Work closely with the Lajamanu Youth Development Team in facilitating a five-day per week youth activities program (the youth activities program will involve, not exclusively, basketball, softball, disco, youth drop in center, educational activities, and cultural excursions).
* Work with and support the Lajamanu Youth Development Team to deliver youth program activities of a high and efficient standard.
* Assist the Coordinator to ensure the Youth Centre is adequately maintained including -
* Ensuring all resources necessary for activities, are present and maintained. And to assist with the purchase of food items, drinks etc. kitchen supplies for youth program events including family nights and discos.
* Ensuring the maintenance of the basketball courts and arranging repairs to lights, rings, and backboards. As well as arranging quotes and purchasing necessary equipment.
* Support the Youth Development team to maintain the Youth complex kitchen to a standard that meets health and hygiene requirements.
* Work with community members and Jaru in organising and running kids sports games.
* Record the names of young people participating in youth activities, hours and numbers on the weekly timesheet.
* Ensure the youth troopy and bus, are kept clean and prepared for any emergency.
* Facilitate projects; arts, education (Jaru Night Club), media and other projects as discussed and planned with the Outreach Coordinator.

##### Responsibilities

* Engage with and create close relationships with “at risk” young people and encourage their participation in youth activities.
* Monitor at risk youth for changes in behavior that may indicate a problem. Notify Outreach Coordinator and youth team; attend Worry meetings to discuss concerns regarding potential problems.
* Inform Outreach Coordinator, Jaru team and Management when required. For incidents of vandalism, violence, break-ins and other anti-social behavior to allow a considered plan of action
* Record the names of the Jaru Pirrjirdi workers and hours worked and enter names in database on a daily basis.
* Help to coordinate and facilitate the youth workers working with the project artists once the artists are on the ground in Lajamanu.
* Support and supervise volunteers that donate their time twice a year.
* Organise a regular community event in conjunction with Lajamanu Youth Development Team. This event may be held at the stage and involve food, music, sport activities and possibly an occasional radio broadcast in conjunction with PAW.
* Be responsive to feedback from Outreach Coordinator, listen and acknowledge ideas from the Lajamanu Youth Development team, work collaboratively to implement ideas that are beneficial to the program.
* Undertake professional development training identified in consultation with supervisors.
* Relief youth worker duties when other workers are away.
* Be relief Outreach Coordinator when coordinator is on leave.
* 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
* Adherence to WYDAC Quality Management Principles embedded in QC

**PART D: PERSON SPECIFICATIONS**

## QUALIFICATIONS AND KNOWLEDGE

###### ESSENTIAL CRITERIA

* Demonstrated understanding of youth-at-risk and remote community issues.
* Demonstrated understanding of, and experience in working with cross-cultural persons and community development, preferably in a remote context.
* Experience working in administrative and management 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

##### **DESIRABLE CRITERIA**

* Certificate IV Youth work or willingness to obtain one
* Relevant tertiary qualifications

## STANDARDS OF PRACTICE

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

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