

**WYDAC**

Warlpiri Youth Development Aboriginal Corporation

Yuendumu LPO, NT 0872

ph. 08 89564188

fax: 08 89564081

email: admin@wydac.org.au

www.wydac.org.au

POSITION DESCRIPTION

| | | | |
|------------------------|---|--------------------|------------------------------------|
| POSITION TITLE: | Warra-Warra Kanyi (WWK) Counsellor | DATE: | May 2016 |
| LEVEL: | Coordinator Social, Community, Home Care and Disability Services Industry Award 2010 – Level 4 | SALARY: | Award rate with relevant penalties |
| REPORTS TO: | WYDAC Management WYDAC Board | DEPT: | WWK |
| APPROVED BY: | WYDAC Board | SUPERVISES: | WWK Staff |

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*
 - a. Yuendumu Jaru Pirrjirdi including Yuendumu Pool
 - b. Willowra
 - c. Nyirrpi
 - d. Lajamanu
2. *Client Services*
 - a. Mt Theo Outstation
 - b. Yuendumu Warra Warra Kanyi Counselling
 - c. Outreach Counselling Services
3. *Program Infrastructure Support*
 - a. Mechanical Training Workshop
 - b. 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 | Unique and responsible working relationships |
| Yapa manu kardiya jinta-marri-marri-warrki jarrimi | Yapa and kardiya working together |

PART B: POSITION SPECIFICATION

1. PURPOSE OF THE POSITION

The WWK Counsellor is responsible for the management of the WWK Counselling and Mentoring Program in Yuendumu. This involves direct client contact as well as the co-ordination of WWK staff, activities and resources.

2. REPORTING RELATIONSHIPS

The WWK Counsellor reports to the WYDAC Management team and to the WYDAC Board

3. DUTIES AND RESPONSIBILITIES

PRIMARY DUTIES

- Provision of Client Counselling
- Coordination of WWK staff
- Coordination of all WWK activity
- Coordination of WWK Resources
- Report on WWK activity to WYDAC Management and relevant funding bodies.

- Facilitate ongoing adherence to quality management principles across WYDAC

RESPONSIBILITIES

Client Support

- Direct client work including individual and group counselling.
- Serve as on-call counsellor for at-risk youth
- Receive client referrals from other relevant agencies local or external individually and group.
- Create and coordinate prevention, education, information workshops and activities.
- Generate positive client outcomes linked with the Jaru Pirrjirdi developmental pathway
- Liaise closely with other WYDAC client services such as Mt Theo Outstation and Outreach Counselling.

WWK Team Coordination

- Coordinate and supervise WWK staff activity
- Liaise closely with the WWK Cultural Supervisor for program direction and activity especially with regards to cultural competency.
- Work with WWK Youth Mentors to provide client mentoring services as well as prevention and education activities.
- Create and maintain a pool of 'Trainee' Jaru Mentors who can support the work of the WWK staff.
- Be involved in the recruitment and induction of WWK staff.

Organisational Management

- Provision of data and analysis for internal WYDAC reporting
- Creation of overview reports for external agencies including funding bodies
- Creation of overview presentations for internal staff, meetings and external agencies
- Maintain clear and professional client notes through the client database
- Risk management
- Oversee and manage all WWK assets and infrastructure.

Resource Production & Training

- Coordinate production of useful and relevant resources for
 - a) staff development
 - b) client assessment and planning and
 - c) understanding of Warlpiri youth issues.
- HR Planning and strategy
- Manage professional development and training requirements
- Remain up to date with professional requirements relevant to the Counselling sector.
- Manage WWK Staff performance reviews

Quality Management

- Adherence to WYDAC Quality Management Principles embedded in QC

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Agency Partnership and Representation

- Maintain strong professional links with relevant local/Warlpiri agencies
- Maintain strong professional links with relevant external agencies (eg: Remote Mental Health)

PART C: PERSON SPECIFICATIONS

1. QUALIFICATIONS AND KNOWLEDGE

ESSENTIAL CRITERIA

- Tertiary qualifications in Psychology, Counselling, Social Work or any other relevant discipline.
- Accredited Membership of appropriate body.
- Experience working with young people and at-risk youth.
- Demonstrated experience in case management and maintenance of client notes.
- Excellent communication and negotiation skills.
- Demonstrated ability to manage a team.
- Demonstrated capacity for resourcefulness, self-motivation and independent decision making
- Computer competency
- Ability to produce and present all relevant organizational reports
- Ability to manage external relationship effectively.
- Experience responding to client crises

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.

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.

- 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 ____/____/____