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| MalabamHealthBoard-logo | **Malabam Health Board Aboriginal Corporation**  **Position Description** |

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| **Position Title** | **Manager, Youth Services** |
| **Position Function** | **Management of the Youth Services Program** |
| **Reporting / Supervision** | Reports to CEO; supervises all staff employed within the Youth Services Program |
| **Award** | Employment conditions as per the Aboriginal Community Controlled Health Services Award, 2010; Administrative Worker Grade 8 |
| **Key Responsibilities** | **Strategic Direction and Vision**   * Provision of strategic leadership and management to the Youth Services program * Development and review of the Youth Services Strategic and Operational Plans * Develop, implement and evaluate a range of youth based activities within the community * Ensure that Aboriginal values, cultural knowledge and traditions have a prominent place in the development of Youth programs * Ensure the Youth Services team is viewed as having a high level of cultural competence and safety * Seek and advocate for new and innovative youth activities * Develop inter agency and intra agency networks and a range of local relationships that encourage a community voice in the development of programs to support youth within the Maningrida community * Identify gaps in service delivery and develop strategies to meet the needs of youth in the community * Provide leadership and supervision to staff including performance management * Developing annual operational plan to satify funding body requirements * Develop and promote programs that increase youth access and involvement   **Financial Management**   * Assist with the development of annual budget for Youth Services program delivery * Provide services within allocated budget * Monitor and review year to date budget on a monthly basis with CFO/CEO   **Human Resource Management**   * Provide support and leadership to ensure optimum performance of staff within the Youth program * Participate in annual performance review of staff * Provide regular mentoring/coaching of staff * Timely management of conflict issues * Foster a team approach to ensure optimal outcomes for young people   **Program Co-ordination**   * Develop and maintain consistency in program delivery * Plan, develop and deliver culturally appropriate information, training and workshops in the area of youth development * Liaise regularly with other service providers who are involved in youth activities * Participate in local, regional, Territory and federal youth support programs   **Youth Diversion**   * Overesee the Youth Diversion program in conjunction with the Department of Correctional Services and designated youth workers * Assess, plan, implement and evaluate client needs using a case management model approach * Provide and maintain efficient planning and supporting documentation * Ensure client plans are developed and implemented in consultation with clients and their representatives/carers * Ensure services provided meet individual client needs * Ensure case conferences are implemented when required * Provide effective and adequate communication to family and significant others as required * Provide referral, advocacy and support to other services as required or requested on behalf of clients   **Reporting**   * Provide monthly reports to the CEO outlining activities undertaken by the Youth Services team including client numbers, results of program service delivery and any issues that have arisen * Record data to satisfy key performance indicators set by the funding body   **Meetings**   * Arrange regular team meetings * Attend staff meetings   **Professional Development**   * Attend relevant workshops / conferences relating to Youth service delivery   **Mandatory Requirements**   * Confidentiality is a mandatory requirement; any breach of this requirement may compromise ongoing employment * Compliance with all policies and procedures of Malabam Health Board * Report to the CEO immediately any personal criminal charges or convictions that arise * Attend Child Protection Mandatory reporting training * Participate in annual fire drill * Participate in annual performance review with CEO * Perform other duties as directed by CEO   **Work, Health and Safety**   * Be familiar with WH&S policies and procedures; apply guidelines and procedures * Report safety hazards within the workplace * Identify and assist in rectifying safety hazards within the workplace environment * Participate in WH&S information sessions as requested |
| **Essential / Selection criteria** | * Appropriate tertiary qualifications in Youth Work, Community Services or Community Development * Minimum of five years professional experience within the Youth services sector * Demonstrated experience in leadership of Youth programs aimed at enhancing the wellbeing of young people * A working knowledge and understanding of community development and community empowerment approaches * Demonstrated experience in leading and supervising staff in a Youth service environment * Experienced in developing and managing projects * Experienced in financial budget management * Well versed and experienced in community engagement and consultation * Demonstrated experience in the domain of social justice * Exemplary interpersonal and communication skills * Ability to work independently and as a team member * Computer literate * NT Ochre card * Satisfactory National Police check * Current drivers licence |
| **Desirable** | * Experience working with young Aboriginal people * Demonstrated ability to engage and work effectively within a remote Aboriginal community |

**I accept the Position offered and agree to the terms and conditions contained in this position description**

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**Signature: Applicant Date**

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**Signature: CEO, Malabam Heath Board Date**

Prepared: 1st May, 2017