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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

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| **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
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| **Desirable** | * Experience working with young Aboriginal people
* Demonstrated ability to engage and work effectively within a remote Aboriginal community
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**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