

**WYDAC**

Warlpiri Youth Development Aboriginal Corporation

Yuendumu LPO, NT 0872

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POSITION DESCRIPTION

POSITION TITLE:	Administrative Assistant	DATE:	January 2018
LEVEL:	Coordinator	SALARY:	TBA
REPORTS TO:	Admin Coordinator, Operations Manager.	DEPT:	Operations Management
APPROVED BY:	CEO	SUPERVISES:	Office workers/ Reception

PART A: ABOUT WYDAC

1. BACKGROUND

Warlpiri Youth Development Aboriginal Corporation (WYDAC) 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 organisation, which now provides a comprehensive range of social services throughout Warlpiri country - a vast and somewhat remote area of almost one million hectares.

WYDAC is an Aboriginal Corporation created by, and for, Warlpiri people, consisting of more than 130 Board members, with representatives from across the four Warlpiri communities. WYDAC head office is located in Yuendumu Community and has permanent staffing and operations at five remote Warlpiri sites;

- a. Yuendumu Community
- b. Willowra Community
- c. Nyirrpi Community
- d. Lajamanu Community
- e. Mt Theo Rehab Centre

The notable, and sustainable, success of WYDAC programs has been firmly based on the support and strength of local Warlpiri youth and their families, as well as the ongoing commitment of a dedicated WYDAC staff.

All WYDAC programs aim to promote positive and meaningful pathways for young Warlpiri people and their families. This is done through an extensive range of complementary, community-based programs, which are summarised briefly below;

Youth Development

- a. Youth Diversion
- b. Jaru Pirrjirdi Leadership Development
- c. Yuendumu Learning Centre

*Client Services*

- a. Mt Theo Outstation
- b. Warra Warra Kanyi Counselling including;
- c. Intensive Family Support Service

Infrastructure

- d. Mechanical Training Workshop
- e. Swimming Pool
- f. Infrastructure Training Team

Management and Administration

- g. Office administration
- h. Payroll and Accounts management
- i. Human resource management support
- j. Financial management
- k. Strategic management

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 families and young people, from across the Central Desert 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 and families 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

4. OBJECTIVES

- The primary purpose of our corporation is to develop strong families and strong young community leaders
- Provide youth diversionary activities



- Provide youth leadership and development opportunities
- Provide education, counselling and care for families and young people
- Provide rehabilitation for at-risk youth who may be suffering from a range of issues including suicidal ideation, mental health challenges and substance misuse
- Provide young people with positive alternatives to juvenile detention
- Provide education, training and jobs so people can stay in the community
- Provide intensive support for young families and their children who may be experiencing neglect
- Provide positive life pathways into jobs and leadership through training and 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: POSITION SPECIFICATIONS

1. PURPOSE OF THE POSITION

The Admin Assistant reports to the Admin Coordinator and supports all aspects of WYDAC’s administration and assists Management as and when required.

2. DUTIES AND RESPONSIBILITIES

- Supervise office workers and reception
- Human Resource Management support including shortlisting and induction
- Quality Management support
- Organisational management support including staff meetings and Board meetings
- Weekly Payroll and Accounts support
- GMAAAC project support
- NTG Sports Program support
- Assist with recruitment and selection processes
- Plan and facilitate professional development and training for staff
- Maintain Training and Qualifications Register

PART C: PERSON SPECIFICATIONS

1. QUALIFICATIONS AND KNOWLEDGE

- Qualifications and/or experience relating to business management and/or community sector
- High level of computer competency and knowledge of databases
- Knowledge and skills in contemporary Human Resource Management practices including Workplace Health and Safety, Equal Employment Opportunity and Anti Discrimination.

- Knowledge and understanding of Aboriginal Torres Strait Islander communities and cultures and an understanding of the health issues affecting Aboriginal and Torres Strait Islander people.

2. STANDARDS OF PRACTICE

- Maintain high professional standards of practice.
- Participate in ongoing training and professional development.

3. ADDITIONAL FACTORS

- Possession of a current 'C' Class Open Driver's License valid in Northern Territory.
- Applicants will be required to obtain a criminal history check and Working with Children clearance – Ochre Card (on acceptance of position, and conditional to contract offer)

4. ESSENTIAL SELECTION CRITERIA

- Demonstrated experience in administration.
- Demonstrated ability to communicate sensitively and effectively.
- Demonstrated consultative, interpersonal, communication skills including the ability to deal with complex issues and work under pressure with minimal supervision and meet deadlines.
- Excellent computer skills and experience working with spreadsheets and databases
- Demonstrated capacity for resourcefulness, self-motivation and independent decision making
- Demonstrated stress management skills

5. NON ESSENTIAL SELECTION CRITERIA

Nil

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 ____/____/____