



Job Description Form Youth Program Coordinator (50D)

Vision Statement

Aboriginal people in Western Australia enjoy the same level of health and wellbeing as all Western Australians.

Mission Statement

As the leading authority for Aboriginal health in Western Australia, we strive to strengthen and promote the Aboriginal Community Controlled Health Service's Model of Care, empowering Aboriginal people to achieve health equality in their communities.

Aboriginal Culture

Aboriginal culture underpins every aspect of the work AHCWA does, and should always be reflected in work practices and behaviours.

All employees are expected to acknowledge, understand and continuously promote the importance and diversity of Aboriginal culture in all work activities.

Organisational Values

The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business. These values are designed to guide and promote a strong, high performing organisational culture that is responsive to the state-wide needs of our Members

Culture

Acknowledging and understanding the importance and diversity of Aboriginal culture in all that we do.

Integrity

Working with personal and collective integrity whilst striving to achieve service excellence for our Members and community.

Passion

Exhibiting passion, positivity and commitment in all that we do to inspire and empower all people, Member Services and communities to reach their potential.

Collaboration

Fostering and contributing to shared objectives through inclusiveness and engagement with our Member Services.

Accountability

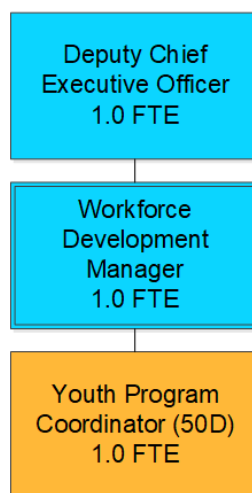
Being accountable to all our Members, stakeholders and the community

Resilience

Embracing challenges and harnessing opportunities to empower our communities for self-determination.

Position Title	Youth Program Coordinator (50D)
Work Group	Workforce and Sector Development
Work Unit	Workforce and Sector Development
Reports To	Workforce Development Manager
Direct Reports	Nil
Award / Agreement	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
Award Classification	Administration Grade 4
Approved by CEO	21 February 2023 (Des Martin)

Team Structure



Position Purpose

The Youth Program Coordinator (50D) reports to the Workforce Development Manager and is directly accountable to the Deputy Chief Executive Officer, and is responsible for coordinating the AHCWA Youth Program, which includes facilitating and supporting the AHCWA Youth Committee.

This position engages with metropolitan, regional and remote Aboriginal communities and Aboriginal Community Controlled Health Services (ACCHS) on national and state level policies and issues that affect the young Aboriginal people, and the impact relating to their health and wellbeing.

This role provides an important link between the ACCHS, AHCWA, government agencies and other non-government organisations, and maintains strong networks across the sector to share knowledge and information to support the delivery of culturally secure, comprehensive primary health care for young Aboriginal people.

The Youth Program Coordinator works closely with all AHCWA Work Units, AHCWA's Member Services, WA Aboriginal Health Planning Forums, and key external stakeholders to provide timely input and advice on health policy and program matters.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health and Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

Strategic Alignment

The organisation's Strategic Plan 2021-25 has four (4) overarching strategic goals, with each goal having specific outcomes.

The role of Youth Program Coordinator 50D is aligned with Goals 1 – Enhance and Promote and; 2 – Support and Strengthen.



Enhance and promote the ACCHS Model of Care as best practice primary health care for Aboriginal people and communities



Support and strengthen our Member Services to achieve excellence in service delivery



Lead and influence the state and national Aboriginal health policy and research agenda as determined by our Member Services



Grow and advance the capacity and capability of AHCWA and our Member Services for long term sustainability

Key Client and Stakeholder Relationships

External

- Given the range of tasks, this position has contact with most Aboriginal Community Controlled Health Services in Western Australia.
- Liaises with a variety of government agencies, stakeholder representative groups and community groups.

Internal

- Maintains close working relationships with other officers, team members and employees of the Aboriginal Health Council of Western Australia.

Responsibilities of this Position

Program Coordination

- Develop networks in Aboriginal communities to build community support, sharing of information and input into dedicated Aboriginal youth resources, health promotion activities and materials.
- Contribute to regional youth development initiatives through relevant regional planning networks, workshops and forums.
- In association with the Youth Committee, act as the point of contact for managing a series of regional workshops where young Aboriginal people can raise, share and suggest solutions to key issues affecting Aboriginal youth in their region.
- Encourage Aboriginal youth to engage with their local Aboriginal Community Controlled Health Service and promote the services they deliver.
- Coordinate and facilitate the annual WA Aboriginal Youth Health Conference with the assistance of the WA Aboriginal Youth Committee and AHCWA Events Coordinator.
- Engage with the AHCWA Policy, Advocacy and Strategy Team to ensure youth perspectives are integrated into relevant policies, processes and programs at a state and national level.
- Promote opportunities for developing links between the AHCWA and other youth services, and assist in formalising alliances via MoUs.
- Involve and engage with key partners in relevant projects and initiatives where appropriate.

Aboriginal Youth Committee

- Coordinate and expand the Aboriginal Youth Committee and state-wide youth network, and promote inter-sectoral participation.
 - Facilitate and coordinate regular Aboriginal Youth Committee meetings and workshops and provide secretariat support.
-

-
- Facilitate regular communication between all Aboriginal Youth Committee Members and the wider Youth Network.
 - Provide leadership, guidance and support for youth committee members.
 - Coordinate consultation sessions, focusing on the development of formal feedback, gathering of information, targeting message effectiveness and identifying potential issues associated with strategies providing feedback to the AHCWA Policy, Advocacy and Strategy Team.
 - Coordinate up-skilling workshops and training to ensure Youth Committee Members are recognised as health leaders and mentors within their communities and are able to run workshops tailored to their regions' needs.
 - Facilitate the upskilling of all Youth Committee Members in other priority areas such as: Mental Health First Aid; Governance; Family Wellbeing and any other relevant short-courses.
-

National Engagement

- Work with NACCHO to establish a National Youth Committee and network.
 - Work with NACCHO to promote the activities of the national network.
 - Engage with NACCHO Affiliates to support and share good practice in relation to Aboriginal youth health initiatives.
-

Promote and Campaign

- Work collaboratively with other teams to create a youth presence by campaigning, promoting and sharing positive youth stories from and within the WA community, via social media, print and electronic media.
 - Manage and monitor the AHCWA Youth Social Media presence by promoting and regularly posting relevant and interesting information on Youth Committee initiatives.
 - Promote and encourage an increase in young Aboriginal people working within ACCHS and/or sitting on ACCHS Boards.
-

Quality Management System

- Actively participate in the organisation's QMS (LOGIQC).
 - Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.
-

General

- Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.
 - Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
 - Attend and participate in professional development activities including workshops and training as required.
 - Attend and participate in Employee Development Days.
-

- Participate and comply with all Work Health and Safety responsibilities as per the *Work Health and Safety Act 2020 (WA)*.
- Identify and assist to reduce Work Health and Safety hazards and risks.
- Follow the reasonable direction of Work Health and Safety representatives.

Position Performance Indicators

The below Key Performance Indicators (KPI's) are used to assess, measure, evaluate, manage and reward performance within each key result area of this position.

The below KPI's are to be assessed in line with the organisations performance development framework.

Key Result Area	Key Performance Indicators
Program Coordination	<ul style="list-style-type: none"> • Timely and effective planning and coordination of the Annual Youth Conference within budget. • Timely and effective coordination of at least 10 Youth Committee meetings per annum. • Timely and effective planning and coordination of the Annual Youth Committee Gathering within budget. • An increase in the recruitment and retention of Youth Committee member representation, across the Youth Network in all regions. • Evidence of WA youth engagement in the contribution and development of youth health policy.
Program Compliance and Reporting	<ul style="list-style-type: none"> • Timely completion of all contractual obligations including funding reports, evaluations and compliance requirements to a high standard.
Quality Management System (QMS)	<ul style="list-style-type: none"> • Ensure all tasks assigned to this position are completed within a six (6) week period.

Competency Profile for this Position

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

Qualifications, Skills, Experience and Knowledge

Essential

- Aboriginality is an essential criterion and is provided for in accordance with section 50(d) of the *Equal Opportunity Act 1984* (WA).
- Previous experience in a relevant field (preferred disciplines include Youth Work, Social Work, Public Policy and Health Promotion).
- Possession of a current Western Australian Working with Children Card.
- Demonstrated experience in planning, implementing, managing and reviewing community development projects in partnership with communities and young people.
- A strong understanding of youth engagement strategies.
- Experience and skills in facilitating networks and workshops collaboratively with young people.
- An understanding of the issues that impact young people in urban, regional and remote communities.
- Strong interpersonal and verbal communication skills with the capacity to communicate and engage with Aboriginal and/or Torres Strait Islander youth, communities and their leaders.
- Ability to develop networks with community and government stakeholders.
- Demonstrated ability to uphold the principles of cultural safety including an ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples.

Desirable

- Possession of, or working towards, a relevant tertiary qualification, (preferred disciplines include Youth Work, Social Work, Public Policy and Health Promotion).
- Experience mentoring Aboriginal and/or Torres Strait Islander Youth, ideally within the health sector.

Practical Requirements

- A current Western Australian driver's license and willingness to drive is essential.
- Some work out of normal hours of duty will be required.
- Depending on the nature of the region, some travel on light aircraft may be required.
- Intra and inter-state travel including overnight absences will also be required.

Acknowledgment and Acceptance by Appointed Employee

I certify that I have read and understand the responsibilities assigned to this position.

Employee Name:	
Signature:	
Date:	