



## Puntukurnu Aboriginal Medical Service

### Job Description Form (JDF)

<b>Position Title:</b>	Youth Well-being Officer
<b>Reporting To:</b>	Social and Emotional Well-being Project Officer
<b>Award:</b>	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
<b>Award Classification:</b>	Administrative Grade 3-4
<b>Hours:</b>	75 hours per fortnight
<b>Direct Reports:</b>	Nil
<b>Effective Date :</b>	6 May 2022
<b>Review Date:</b>	6 May 2023

#### Position Overview

The Youth Well-being Officer directly reports to the Social and Emotional Well-being (SEWB) Project Officer and is accountable to the Community Health Programs Manager. The position incumbent is responsible for providing clinical awareness and support to the families and young people, who are engaging or are at risk of engaging in the use of volatile substance use, to ensure that the Martu and Niyaparli people live healthy lives at any age.

The position incumbent's contribution to outcomes includes (but is not limited to):

- Reduction of volatile substance and other drug use in community;
- Supporting community members by facilitating referrals and connections to a range of services;
- Developing and promoting collaborative relationships with community stakeholders;
- Work in coordination with KJ for youth well-being initiatives.

The position incumbent focus is on community wellbeing and education whilst providing opportunities for Families and Young People to better understand the harm caused by volatile substance use.

#### Position Responsibilities:

A. **Programs Development and Delivery** – Provide individual, family and community based services toward positive behaviours, skills and health practices in Young People by:

- Facilitating genuine consultation with families and young people to identify factors and considerations for programs;
- Developing and delivering a range of programs and activities based on evidence and consultation inputs;

- Delivering programs to all appropriate persons and all communities;
- Providing home-based family support and clinical awareness education for families and young people based on identifying, preventing and minimising harm from Volatile Substance Use;
- Support the proposed KJ Intensive On Country Camps and Trips; and
- Facilitating connections to programs and activities (including any other avenues) that support families and young people living healthier lives.

## **B. Community Engagement**

- Working collaboratively with external organisations toward enhancing community support, sharing of information and input into dedicated youth resources, health promotion activities and materials;
- Promote opportunities for developing links between the Youth Health Program and other youth services within Newman and remote communities; and
- Work collaboratively with internal and external stakeholders to create a youth presence by campaigning, promoting and sharing positive youth stories from and within the community, via social media, print and electronic media.

## **C. Reporting and Evaluation**

- Reporting and evaluation - The Youth Well-being Officer will be responsible for reporting monthly on activities, including numbers of clients reached, and will also report annually on the Key Performance Indicators shown below.
- Work in collaboration with the respective line manager to assist in the evaluation of the WA AYHS 2018-2023 by liaising with and providing information to the Independent Evaluator

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 & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

## **General Responsibilities**

1. Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.
2. Comply with all organisational policies and procedures.
3. Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
4. Attend and participate in professional development activities including workshops and training as required.
5. Actively participate in continual quality improvement and the organisation's quality management system.
6. Comply with all applicable legislation including duty of care laws, professional standards, anti-discrimination, bullying and sexual harassment legislation
7. Attend and participate in Employee Development Days.

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

Key Performance Indicators	Measures and Timeframes
Community Consultation	Actively engaged with identifying factors that lead to Young People using volatile substances – May 2023
Planning and Delivery	Community- led Management plans established to work towards elimination of volatile substance use – May 2023
	Programs and skill based activities identified and commence delivery; and Community Management plans actioned – March 2024
	Delivery of programs and skill based activities to all applicable community members – March 2025
Outcomes	Reduction working towards elimination of Volatile Substance Use in the communities – March 2026  Quality of awareness and engagement interventions, including successful re-engagement of target group across project life - March 2022 - 2026
Evaluation	Evaluation Framework Finalised – March 2025
Reporting	<p><i>Reporting – 6 monthly</i></p> <ul style="list-style-type: none"> <li>• Provide progress updates against KPI's and outcomes</li> <li>• Identify project strengths, challenges and opportunities; and</li> <li>• Actions for the next six months.</li> </ul> <p><i>Reporting – Annual</i></p> <ul style="list-style-type: none"> <li>• Provide progress updates against KPIs and outcomes</li> <li>• Provide financial acquittal of the allocated funding.</li> <li>• Identify project strengths, challenges and opportunities.</li> </ul> <p><i>Sustainability Reporting – Annual</i></p> <ul style="list-style-type: none"> <li>• By 1 June each year, provide data against BHP sustainability reporting</li> </ul>

## **SELECTION CRITERIA**

### **ESSENTIAL**

- Possession of, or working towards, a relevant qualification, and/or commensurate experience, in a relevant field (preferred disciplines include Social Work, Psychology Alcohol and Other Drugs);
- Experience in program development, implementation, evaluation and review in collaboration with communities and young people;
- Demonstrated ability to deliver services that uphold the principles of cultural safety with Aboriginal communities and youth;
- An understanding of the issues that impact on young people in regional and remote communities;
- Sound case management skills and demonstrated knowledge of a range of therapeutic approaches to support individuals with substance abuse problems;
- Ability to work independently and within a diversely skilled multi-disciplinary team;
- Strong interpersonal and communication skills with the capacity to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples.
- Effective organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines and;
- Ability to write clearly and concisely, prepare reports and manage the output of quality information.

### **DESIRABLE**

- Aboriginality is an essential criterion and is provided for in accordance with section 50(d) of the *Equal Opportunity Act 1984* (WA);
- Experience mentoring Aboriginal and/ or Torres Strait Islander Youth, ideally within the health sector;
- Work experience in the non-profit or public health sector.

## **APPOINTMENT FACTORS**

<b>Location:</b> Based in Newman, with regular travel to Newman and remote communities as directed	<b>Accommodation:</b> As per individual contracts of employment
<b>Allowances/Conditions:</b> <ul style="list-style-type: none"><li>• Employment is conditional pending the outcome of the Federal Police Clearance, and where required comply with legislative checks</li><li>• WA Working with Children Check</li><li>• Evidence of COVID 19 Vaccinations</li><li>• Unencumbered 'C' class Manual Driver's Licence</li></ul>	<b>Specialised Equipment Operated:</b> Ability and willingness to drive 4WD vehicles

### **ACKNOWLEDGEMENT**

As occupant of the position, I have noted the statement of duties and responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date