Position description

<table>
<thead>
<tr>
<th>Position title</th>
<th>Outstation Coordinator</th>
<th>Date</th>
<th>June 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level</td>
<td>Social, Community, Home Care and Disability Services Industry Award 2010 – Level 4</td>
<td>Salary</td>
<td>Award rate with relevant penalties</td>
</tr>
<tr>
<td>Reports to</td>
<td>General Manager, Youth &amp; Family Services</td>
<td>Dept</td>
<td>Outstation</td>
</tr>
<tr>
<td>Approved by</td>
<td>CEO</td>
<td>Supervises</td>
<td>Outstation Staff</td>
</tr>
</tbody>
</table>

CEO Signature: ______________________________

Part A: About WYDAC

Background

Warlpiri Youth Development Aboriginal Corporation (WYDAC) has dedicated itself to developing the strength, health, confidence and leadership of Warlpiri youth since 1993. The program aims to promote positive and meaningful future pathways for all young Warlpiri people.

The notable, and sustainable, success of the program has been firmly based on the strength of Warlpiri youth, families and their communities, as well as the ongoing commitment of staff. The program was created by, and for, Warlpiri people, and is governed by a Warlpiri Committee.

The WYDAC head office is in Yuendumu Community, however WYDAC is comprised of a variety of programs operating at five different Warlpiri sites – Yuendumu, Willowra, Nyirripi, Lajamanu and Mt Theo Outstation. WYDAC also have an office located in Alice Springs. There are over 70 staff across the entire organisation with more than half of these being Warlpiri people.
WYDAC services include:

Youth and Family Services
- Mt Theo Outstation
- Jaru Pirrjirdi Youth Development Program
- Warra Warra Kanyi Counselling and intensive case management
- Intensive Family Support Service
- Adult Learning Centres (Yuendumu & Lajamanu)
- Restorative Justice and Court Diversion for Young People
- Yuendumu Swimming Pool

Corporate Services
- Contracts Management
- Financial and Risk Management
- Human Resource Management (HR)
- Infrastructure Support
- Mechanical Training Workshop
- Work Health and Safety

Management and Administration
- WYDAC Board and Management
- Finance and Administration
- Quality Management

WYDAC, and Warlpiri communities, began by challenging a generation destroying itself through substance misuse. Strong and skilled community action created an environment for healthy change and sustained success. This work has broadened greatly over the last 25 years beyond the initial crisis of petrol sniffing to any risk, opportunity or pathway arising for young Warlpiri people. WYDAC continues to facilitate the profound strength and capacity of Warlpiri youth, and their families, to meet these challenges and establish positive and meaningful futures.

WYDAC aims to be the primary social services provider for youth and family services within each of the four remote Warlpiri communities: Lajamanu, Willowra, Nyirripi and Yuendumu.

Our mission
We seek to be an effective Warlpiri-led organisation that provides education, early intervention, crisis support and care services to improve the social, cultural, spiritual and emotional wellbeing within the four Warlpiri communities of Lajamanu, Nyirripi, Willowra and Yuendumu;

- Healthy, resilient and socially engaged children and young people
- Strong nurturing families
- Safe, vibrant communities
• Strong advocacy for Warlpiri people

Our 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 children, families and young people, from across Warlpiri country, to achieve their full potential and to help them build strong futures. We value honesty and integrity in all we do.

Guiding principles

<table>
<thead>
<tr>
<th>Warlpiri patu kurlangu</th>
<th>Warlpiri leadership and ownership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kurdu-kurdu jungarni yaninjaku</td>
<td>Positive and meaningful pathways for young people and families</td>
</tr>
<tr>
<td>Mardarni-njaku kurdu-kurdu jintangka</td>
<td>Support for Warlpiri youth and families to deal with hard times</td>
</tr>
<tr>
<td>Nguru-ngka taarnga-juku warrki-jarrinjaku manu niyiya-kanti-kanti mampu-ngku mardarni-njaku</td>
<td>Sustainable resources and infrastructure on country</td>
</tr>
<tr>
<td>Jinta-ngka karlipa warrki-jarrimi manu kalipa yyanu purda-nyanyi Yapa manu kardiya jinta-marri-marri-warrki jarrimi</td>
<td>Unique and responsible working relationships Yapa and kardiya working together</td>
</tr>
</tbody>
</table>

Program objectives
• The primary purpose of WYDAC is to develop strong Warlpiri children, youth and families
• Provide youth diversion and early-intervention activities
• Provide youth leadership and development opportunities
• Provide education, counselling and care for young people and families
• 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 going through hard times or where there is neglect
• Provide positive life pathways into jobs and leadership through training and development activities
• Share knowledge and skills with other Aboriginal corporations
• 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

Primary purpose of the position

The Outstation Coordinator will:

▪ The primary role of the Mt Theo Outstation Coordinator is to coordinate the operations of the Mt Theo Outstation.
▪ The overall objective is to support young people in recovering from substance misuse and anti-social behavior and provide opportunities for their personal and professional development whilst staying at Mt Theo Outstation. The Mt Theo Outstation Coordinator will supervise and case manage these clients, and report to Correctional Services and the Court where required.
▪ The Mt Theo Outstation Coordinator will also supervise all Outstation staff, including the Outstation Coordination Team and Outstation Carers. The Coordinator should only play a supervisory role with the technical operations of the Outstation, which primarily fall under the remit of the Assistant Outstation Coordinator.
▪ While focusing on individuals involved in the Program, this must be done in a community and family context and the Mt Theo Outstation Coordinator should also work in close liaison with other WYDAC departments.

Reporting relationships

The Outstation Coordinator reports directly to the General Manager, Youth & Family Services and is responsible to the Management Team and the WYDAC Board.

Supervision of Staff

▪ Outstation Coordination Team
  o Assistant Coordinator
  o Outstation Caseworker
▪ Outstation Carers
▪ Outstation support workers
▪ Supervise the general operations of the outstation
Duties and responsibilities

**Primary duties**

The following areas are critical to the role and constitute the primary duties required to be successful in fulfilling the duties associated with this position.

The following areas are critical to the role and constitute the primary duties required to be successful in fulfilling the duties associated with this position.

**Case Management**

- Visit and stay at Mt Theo Outstation at least once per week
- Support Outstation Case worker and Assistant Coordinator to Case-manage outstation clients as per detailed Policies and Procedures including
- Assess referred clients for admission
- Develop client care plans for entry, evaluation and exit
- Engage with clients and staff on the implementation of the client care plan
- Maintain up-to-date files including daily assessments and reporting
- Supervise and reflect on client activity at the Outstation
- Represent young people in bush court
- Liaise with families in community on prospective, current and past clients, with clear delegation to the Assistant Coordinator and Outstation Caseworker as a primary task
- Liaise with external agencies including courts, correctional services, NAAJA, police, clinic, centrelink etc.
- Attend, and run, meetings critical to the running of the Department

**Administration**

- Daily reporting on client activity per Outstation policies and procedures
- Ensure that internal reporting deadlines are met
- Ensure that data for the Outstation is accurately recorded in the database and that extraction of data is conducted in a timely manner, in line with external reporting deadlines as provided

**Staff Management**

- Support recruitment campaigns, including being available for interviews across the Outstation team.
- Ensure that appropriate and relevant resources are gathered to support Outstation staff in their clinical work with young people and families.
Part C: Person specifications

All staff competencies

Core attributes

To contribute to a successful and enterprising culture at WYDAC, each staff member is expected to demonstrate the following key behavioural attributes:

- being trusted, authentic and self-aware by establishing credibility, and being honest, reliable, accountable, and responsive
- taking initiative and delivering results by seizing opportunities and being outcome and client/young person/Warlpiri community focused
- providing solutions through logical, creative and innovative thinking and timely, transparent and consultative decision making
- communicating with impact by displaying clarity, diplomacy, persuasiveness and sensitivity
- leading and working well with others by displaying conviction and resilience, working collaboratively, motivating others and mobilizing influence.

Performance development and management

- Participating in the WYDAC Performance Development and Management process.

Workplace Health and Safety (WHS) risk management

- Ensuring that all Outstation employees are instructed in and aware of WHS/risk management practices and policies and that these are observed, carried out and enforced.
- Ensuring that all staff develop an understanding of all WYDAC policies and procedures that relate to the minimisation of risk and that duties are performed in a safe and professional manner without causing personal injury or financial loss to themselves, other employees, contractors or the public.
- Developing an understanding of all WYDAC policies and procedures that relate to WHS and the minimisation of risk.
- Performing duties in a safe and professional manner without causing injury or financial loss to themselves, other employees, contractors or the public
- Reporting any injury, illness, asset of financial loss, hazard and near miss incident to their manager as soon as they are detected in accordance with WYDAC procedures.
- Complying with safety directions agreed between management and the employees through the consultation process.
- Cooperating with management when action is taken by them to comply with the WHS Act (2011) and risk management.
- Participating in workplace inspections, audits and risk assessments.
Key job competencies

Qualifications, knowledge and skills and experience

Essential criteria

• Tertiary qualifications in Psychology, Social Work or any other relevant discipline, with a minimum of 5 years’ experience in a community development context.
• Demonstrated understandings of working within cross cultural settings and an awareness of capacity building principles delivered in a remote Indigenous context.
• Experience with coordination of a multi-disciplinary team, or similar experiences, and work within an Indigenous context.
• Demonstrated experience in community based case management and maintenance of client notes and records.
• Excellent communication and negotiation skills in a cross-cultural setting, where English is a second language.
• Demonstrated capacity to work autonomously, objective decision making plus an ability to foster effective relationships with related internal and external agencies.
• Possession of a current ‘C’ Class Open Driver’s License.

Desirable criteria

• An ability to communicate effectively and sensitively with Warlpiri people and respond with respect to Aboriginal Leadership and management committee.
• A knowledge and understanding of Aboriginal culture as well as a range of contemporary issues affecting remote Indigenous people.
• Accredited Membership of relevant professional body.

Additional factors

• 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).

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.