



# WYDAC

Warlpiri Youth Development Aboriginal Corporation

## Position description

<b>Position title:</b>	Youth Justice Program Coordinator	<b>Date:</b>	December 2020
<b>Level:</b>	Social, Community, Home Care and Disability Services Industry Award 2020 – Level 5.1	<b>Salary:</b>	Award rate with relevant penalties
<b>Reports to:</b>	Client Services Manager	<b>Dept:</b>	Youth Justice
<b>Approved by:</b>	CEO	<b>Supervises:</b>	Youth Justice Staff

CEO Signature: \_\_\_\_\_

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### 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.

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**Kurdu-kurdu-ku jina-mardarni tarnnga-juku**

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## **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 Centre (Yuendumu)
- Restorative Justice and Youth 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 and support 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

Warlpiri patu kurlangu	Warlpiri leadership and ownership
Kurdu-kurdu jungarni yaninjaku	Positive and meaningful pathways for young people and families
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 Yapa manu kardiya jinta-marri-marri- warrki jarrimi	Unique and responsible working relationships Yapa and kardiya working together

## Program objectives

- The primary purpose of WYDAC is to develop strong Warlpiri children, youth and families
- Provide youth engagement 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 WYDAC Youth Justice Program Coordinator will:

- Contribute to the development and delivery of a strengths-based, trauma-informed, culturally responsive, community developed ‘Youth Justice / Youth Diversion Program’ for the four Warlpiri Communities in the Northern Territory.
- Be responsible for supervision, mentoring and support of all WYDAC Youth Justice / Youth Diversion staff, including Case Coordinators and Activity Providers, Program Facilitators and Warlpiri Mentors supporting the Youth Justice / Youth Diversion Program.
- Support young people involved with the youth justice system to implement positive lifestyle changes, re-engage with community and reduce re-offending.
- Ensure that youth justice clients criminogenic needs are addressed through the provision of quality supervision, program participation and case coordination support.
- While focusing on individuals involved in the Youth Justice / Youth Diversion Program, this must be done in a community and family context and the Youth Justice Coordinator should also work in close liaison with other WYDAC departments.

### Reporting relationships

The Youth Justice Coordinator reports directly to the Client Services Manager and is responsible to the Management Team and the WYDAC Board.

### Supervision of Staff

- Youth Justice Team
  - Youth Justice / Diversion Case Manager / Yuendumu / Mt Theo
  - Youth Justice / Diversion Program Facilitator / Yuendumu / Mt Theo
  - Youth Justice / Diversion Case Manager / Program Facilitator - Lajamanu
  - Youth Justice / Diversion Case Manager / Program Facilitator – Outreach (Nyirripi, Willowra, Alice Springs)

- Youth Justice / Diversion Program Warlpiri Mentors

## **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.

### **Program Development, Implementation and Evaluation**

- Contribute to the development and implementation of a community developed Warlpiri Youth Justice / Youth Diversion Program that is strengths-based, trauma informed, and culturally responsive.
- Ensure that the WYDAC Youth Justice / Diversion Program leads to evidence-based outcomes for the young people involved, empowering them to successfully complete their youth justice / diversion requirements, implement positive lifestyle changes, re-engage with the community and reduce risk of re-offending.
- Apply an in-depth knowledge of restorative justice processes including family and victim offender conferencing.
- Ensure quality facilitation of group-based psycho-educational and criminogenic needs focused programs are being delivered for youth justice / diversion clients.
- Apply sound theoretical knowledge and practical experience in the development, delivery and evaluation of programs and a range of services.
- Manage own professional development in responding to domestic and family violence, alcohol and other drugs, and mental health.
- Identify the relationship between factors which influence young people's offending behaviours and evidence of effective practice in working with young offenders.
- Be an active member of a multidisciplinary team, participate in regular clinical supervision and ongoing professional development and training.

### **Supervision and Management of Staff**

- Provide oversight, supervision and support to WYDAC Youth Justice / Youth Diversion Program staff including case coordinators, program facilitators and Warlpiri mentors utilizing a strengths based, trauma-informed and culturally responsive approach.

- Support recruitment campaigns, including being available for interviews across the Youth Justice team.
- Ensure that appropriate and relevant resources are gathered to support Youth Justice / Diversion staff in their clinical work with young people and families.

### **Integrated Case Coordination**

- Liaise and consult with both internal and external stakeholders on issues relevant to the management of young offenders to ensure holistic, integrated and coordinated case management is being provided.
- Support Youth Justice / Youth Diversion Case Workers and Warlpiri Mentors to successfully case coordinate youth justice 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, families and staff on the implementation of the client care plan
  - Maintain up-to-date files including daily assessments and reporting
- Supervise and reflect on youth justice / youth diversion program activities
- Represent young people in bush court ensuring liaison with families
- Liaise with external agencies including courts, correctional services, NAAJA, police, clinic, centrelink etc.
- Attend and run regular meetings critical to the running of the Department

### **Administration**

- Ensure data collection is accurate and up to date on a daily basis.
- Provide high quality reports to the agency as well as to external stakeholders such as courts, youth justice workers and legal supports.
- Ensure that internal reporting deadlines are met.
- Ensure that data for the Youth Justice / Youth Diversion Program 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.

## **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 Youth Justice / Youth Diversion 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, Youth Justice or other relevant discipline, with a minimum of 3 years' experience in a community 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 knowledge of broad social and economic factors impacting persons within the criminal justice system.
- Ability to develop, deliver and evaluate psycho-educational and therapeutic programs to address criminogenic needs.
- Knowledge of trauma informed practice, risk need responsiveness and other relevant theoretical underpinnings relevant to a youth justice and at-risk population.
- Demonstrated experience in assessing and dealing with complex social and emotional situations within a youth justice and at-risk population.
- Demonstrated experience in community-based case coordination 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 and a willingness to do remote travel.

### ***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.