



Job Description Form	Youth Program Officer
Work Group:	Member Support & Development
Work Unit:	Programs
Reports To:	Aboriginal Youth Program Coordinator
Direct Reports:	Nil
Award / Agreement:	<i>Aboriginal Community Controlled Health Services Award 2010 (Cth)</i>
Classification:	Administrative Grade 3
Approved by CEO:	29 March 2019 (Des Martin)

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 Services' model of care, empowering Aboriginal people to achieve health equality in their communities.

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 and assist us in delivering our vision.

Culture | Resilience | Accountability | Collaboration | Passion | Integrity

POSITION PURPOSE

The Youth Program Officer will report to the Aboriginal Youth Program Coordinator and is responsible for the development of an Implementation Plan, inclusive of strategies and activities to execute the Western Australian Aboriginal Youth Health Strategy 2018 – 2023. The plan will be developed in conjunction with the Aboriginal Youth Program Coordinator,



Aboriginal Health Youth Committee (AHYC), AHCWA Policy team and Executive Management Team.

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.

KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

EXTERNAL

- Given the range of tasks, this position has contact with most Aboriginal Community Controlled Health Services.
- 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

KEY RESULT AREA	POSITION RESPONSIBILITIES
IMPLEMENTATION OF ABORIGINAL YOUTH HEALTH STRATEGY	<ul style="list-style-type: none">– Work in collaboration with the Aboriginal Youth Program Coordinator to lead the development of an implementation plan for the <i>WA Aboriginal Youth Health Strategy 2018-2023</i>.– Work in collaboration with the Aboriginal Youth Program Coordinator to assist in the development of an evaluation plan for the <i>WA Aboriginal Youth Health Strategy 2018-2023</i>.– Assist in the evaluation of the <i>WA Aboriginal Youth Health Strategy 2018-2023</i> by liaising with and providing information to the Evaluator engaged.– Contribute to the implementation, review and evaluation of the strategy in collaboration with and support from the Aboriginal Youth Program Coordinator, AHCWA Youth Committee, Policy team and management team.– Coordinate program initiatives and activities as identified by AHCWA's Youth Strategy



	<ul style="list-style-type: none"> – Develop and maintain comprehensive project plans, timelines and succinct project progress reports relevant to the implementation plan. – Consult with the Commonwealth Department of Health and the Aboriginal Youth Committee on the Implementation Plan. – Engage effectively with key stakeholders to ensure the delivery of desired implementation activities/outcomes are on time and on budget. – Promote opportunities for developing links between the youth committee and other AHCWA program areas – In collaboration with the Aboriginal Youth Program Coordinator, use baseline findings for benchmarking the strategy/setting targets and regularly incorporate feedback and other monitoring observations to the implementation plan to enhance effectiveness. – Effectively document progress with respect to implementation methodologies, effects and outcomes of activities to generate evidence for reporting, decision making, policy advocacy, up-scaling best practices and lessons to be drawn from the project. – In collaboration with an external evaluator, and in consultation with the Department of Health (Cth) contribute to the development of an evaluation plan for the strategy.
<p>QUALITY MANAGEMENT SYSTEM (QMS)</p>	<ul style="list-style-type: none"> – 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.
<p>OTHER</p>	<ul style="list-style-type: none"> – 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 & Safety responsibilities as per the <i>Occupational Health and Safety Act (WA) 1984</i>. – Identify and assist to reduce Work Health & Safety hazards and risks.



	– Follow the reasonable direction of Work Health & Safety representatives.
--	--

POSITION KEY 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
Aboriginal Youth Health Strategy Implementation Plan	<ul style="list-style-type: none">– Development of Implementation Plan.– Commencement of activities and roll-out of Implementation Plan.– Completion of Implementation Plan.
Community development and capacity building of WA youth in Aboriginal communities	<ul style="list-style-type: none">– Evidence of capacity building initiatives undertaken in accordance with the implementation plan.

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.

JOB SPECIFIC COMPETENCIES

QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE

ESSENTIAL:

- Demonstrable experience in the planning, implementation and management of community development projects in collaboration with communities and young people.
- A strong understanding of youth engagement strategies.
- Experience mentoring Aboriginal youth, ideally within the health sector.
- Experience working with Aboriginal Communities.
- Experience and skills in facilitating networks and workshops collaboratively with young people.



- An understanding of the issues that impact on young people in urban, regional and remote communities.
- Strong interpersonal and verbal communication skills with the capacity to communicate and engage with Aboriginal and Torres Strait Islander youth, communities and their leaders.
- Ability to develop networks with community and government stakeholders.

DESIRABLE:

- Possession of, or working towards, a relevant tertiary qualification, and/or commensurate experience, in a relevant field (preferred disciplines include Youth Work, Social Work, Public Policy and Health Promotion)
- Experience in program development, implementation, evaluation and review.

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 may 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	