



POSITION DESCRIPTION

POSITION TITLE:	Youth Program Team Leader (Yuendumu)	DATE:	July 2019
LEVEL:	Social, Community, Home Care and Disability Services Industry Award 2010 – Level 3.1	SALARY:	Award rate with relevant penalties
REPORTS TO:	CEO	DEPT:	Youth Development Program
APPROVED BY:	CEO and Board Executive	SUPERVISES:	Youth Development Workers (YDWs) and Volunteers

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 located 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:

1. Youth and Family Services

- Mt Theo Outstation
- Jaru Pirrjirdi Youth Development Program
- Warra Warra Kanyi Counselling and intensive case management
- Intensive Family Support Service
- Jintangka Mardaninjaku (Community Development)
- Pina Pina Jarrinjaku Yuendumu Learning Centre
- Lajamanu Early Learning Centre
- NDIS Disability Support
- Restorative Justice and Court Diversion for Young People

- Tanami Kamina-Kamina Wirntija-ku (Tanami Girls Dance and Culture Camp)
- Yuendumu Swimming Pool

2. Corporate Services

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

3. 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, crises 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

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	Sustainable resources and

manu nyiya-kanti-kanti mampu-ngku mardarni-njaku	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 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: PROGRAM LOGIC

WYDAC runs youth development and leadership programs in the communities of Yuendumu, Lajamanu, Nyirripi and Willowra. These programs are clearly designed to improve the safety and wellbeing of Warlpiri youth, their families and community, as well education, training and employment outcomes. WYDAC has been a pioneer within the context of remote Indigenous youth services, leading the transition from basic youth diversion services to a more comprehensive youth development service since 2002.

This has now evolved into a settled and successful model in all four Warlpiri communities. The Jaru Pirrjirdi process can be divided into three levels. It is a progressive model that young Warlpiri people can slowly move through, engaging in positive, healthy and challenging activities before culminating in their ‘graduation’ as strong, empowered young leaders within their family and community.

Level 1 Youth Diversion ‘Manyu Wana Ngurrju’	<ul style="list-style-type: none"> • Youth Diversion Program
Level 2 Youth Development ‘Pinarri Jarrinjaku’	<ul style="list-style-type: none"> • Jaru Youth Trainees • Education & Training
Level 3 Youth Leadership ‘Jaru Pirrjirdi’	<ul style="list-style-type: none"> • Future Pathways & Leadership

Level 1 - Youth Diversion - Manyu Wana Ngurrju

The youth diversion program provides the bedrock for positive youth and community engagement in WYDAC youth development and leadership programs. Manyu wana ngurrju is translated here as young people 'having good and healthy fun'. The value of Youth diversion programs in regards to safety and wellbeing in remote Indigenous communities has been well-established by numerous independent reports as well as being profoundly valued by the communities, and by young people themselves as evidenced by high participation rates.

The youth diversion program seeks to engage young people in a range of positive, healthy, safe and interesting activities after school hours, during evenings, weekends and school holidays. Within WYDAC programs this may variously involve a wide variety of sports, art, culture, education or project activities. It is important to note that this is not merely a matter of basic sport and recreation activities but rather a dynamic, skillful and challenging program targeting improved physical, mental and social health for Warlpiri youth.

Level 2 - Youth Development – Pinarri Jarrinjaku

The second aspect of youth development activity is focused on growing the strength of young Warlpiri people. The Warlpiri translation for pinarri jarrinjaku is young people 'learning to be strong'. It does this through a wide range of education, empowerment and training opportunities for young people and ongoing support for school attendance.

Level 3 - Future Pathways & Leadership - Jaru Pirrjirdi

The third element of the WYDAC youth leadership and development program model is called 'future pathways' and represents the culmination of the Jaru Pirrjirdi (Strong Voices) process. Future pathways refers to the creation of positive and meaningful futures for Warlpiri youth, to the development of their leadership.

PART C: POSITION SPECIFICATIONS

Purpose of the Position

The primary role of the Yuendumu Team Leader (YTL) will be to:

- Work under the supervision of the Jaru Pirrjirdi Youth Program Coordinator (JPC) and lead the Yuendumu Youth Development Workers (YDWs) to provide a five-day per week program of activities that effectively and appropriately fulfil the purpose of youth program.
- Work with the JPC to support the YDWs to provide activities that are in line with WYDAC's strategic plan
- Ensure that Warlpiri governance and direction is adhered to and included in all aspects of program development and delivery

Key Relationships

The Yuendumu Team Leader (YTL) will be responsible to the JPC, Management and WYDAC Committee. YTL reports directly to the JPC and as such needs to be responsive, communicative and work in close collaboration with the JPC.

Other key relationships that the YTL needs to actively foster and ensure are functioning effectively are:

- Yuendumu Youth Development Workers
- Yuendumu Cultural Advisors
- Client Services team
- Other WYDAC Team Leaders and Coordinators

Duties and Responsibilities

1. Youth Diversion Program

- Work closely with the Yuendumu Youth Development Team in facilitating a five-day per week youth activities program (the youth activities program will involve, not exclusively, basketball, softball, disco, arts & crafts, educational activities, and cultural excursions).
- Work with and support the Yuendumu Youth Development Team to deliver youth program activities of a high and efficient standard.
- Oversee and monitor the processes that YDWs are utilising to ensure all resources necessary for activities, are present and maintained.
- Oversee the arrangement of timely maintenance of program assets and procurement of equipment.
- Ensure that all incidents are dealt with appropriately, support YDWs and young people (as appropriate, in collaboration with JPC and Client Services team).
- Monitor and observe young people for changes in behavior that may indicate a problem. Notify JPC and youth team, and follow organisational process to record and alert the relevant team member, attend Worry Meetings to discuss concerns regarding potential problems.

2. Youth Development Program

- Facilitate Jaru development activities through youth program, including Jaru specific nights.
- Support YDWs to embed “Level 2” activities into regular programming activities.
- Support the facilitation of projects, such as (not exclusively) WETT training, Tanami Women’s Dance Camp, Milpirri and others in consultation with the JPC.

3. Jaru Development

- Actively engage with Jaru Trainees, with a focus on building strong relationships.
- Actively facilitate Jaru opportunities for growth and development, through camps, workshops, ongoing support and supervision.
- Actively support Jaru Trainees in the pathways they choose – i.e. further training/study, employment, parenthood, leadership etc.

4. Youth Development Worker and Volunteer Supervision and Support

- Actively support and supervise YDWs, through being present on the ground in the delivery of program as well as through regular team meetings (once a week).
- Assist in the recruitment process, in close collaboration with the JPC.
- Maintain professional and respectful relationships with staff, young people and volunteers at all times.
- Ensure that WYDAC policies and procedures are adhered to.
- Support YDWs to support volunteers.
- Identify and support appropriate pathways for Yapa young people to become YDWs.

5. Yuendumu Swimming Pool

- Open and supervise activities at the Yuendumu Swimming Pool two days a week (Mondays and Tuesdays) in order to fulfil WYDAC's goal of having a 7-day per week program of activities available for Warlpiri young people.
- Maintain pool infrastructure on these days in accordance to the procedures and standards set by the Pool Coordinator.
- Liaise with the Pool Coordinator to ensure consistent rules, standards of behaviour, activities offered, etc. are followed and delivered.
- Support Jaru Trainees to engage in work and training opportunities relevant to running the pool.

6. Tanami Football League (TFL)

- Support the TFL Committee in the administration processes of running the summer competition.
- Liaise closely with Committee members in order to organise meetings and take minutes at these minutes.
- Work with Committee members to draw up fixtures, ladders, etc.
- Support the ordering and maintenance of gear needed for the competition.
- Collect score sheets etc., record as necessary and write out vouchers for scorers and umpires.
- Uphold the value of the TFL Committee that the competition is Warlpiri owned and organised and that WYDAC only supports the behind-the-scenes functioning of the competition.

7. Warlpiri Governance

- Facilitate Sub-Committee meetings with YDWs, Jaru Trainees and Board Members at least once a quarter.
- Ensure that these meetings are effectively planned and communicated to the relevant Jaru and other community members.
- Ensure that regular contact is made with the Cultural Advisors around programming activities, ideas and projects.
- Ensure that Cultural Advisors are consulted around any closure to program required.

8. External Stakeholder Management

- Attend meetings with external stakeholders as required.
- Ensure that communication with external stakeholders is professional at all times.
- Ensure that any commitments made to external stakeholders around the usage of WYDAC resources, including human resources is made in close consultation and with approval from JPC.
- Ensure that any agreements made with external stakeholders around collaborative projects are made in close consultation and approval from JPC.
- Represent WYDAC at all times in a manner that is professional, ethical and upholds all WYDAC policy and procedures.

9. Administration

- Adherence to quality management procedures.
- Ensuring incidents are appropriately reported.
- Attending and documenting internal and external meetings effectively and appropriately.
- Monitoring and assisting with all relevant program data entry and ensuring that data entry is of a high standard.
- Ensuring all required reports are completed on time and are of a high standard.
- Ensure that documents pertaining to the maintenance of youth program are maintained, included (but not limited to) disco ledger, worry document etc.

PART D: PERSON SPECIFICATIONS

1. QUALIFICATIONS AND KNOWLEDGE

ESSENTIAL CRITERIA

- Minimum 18 months experience in youth work or related field of work
- Demonstrated understanding of youth-at-risk and remote community issues
- Demonstrated understanding of, and experience in working with cross-cultural persons and community development, preferably in a remote context

- Experience working in administrative and management roles
- Excellent oral and written communication skills
- Excellent computer skills and experience working with spreadsheets and databases
- Demonstrated ability to work in a team
- Demonstrated capacity for resourcefulness, self-motivation and independent decision making
- Demonstrated negotiation skills
- Demonstrated stress management skills

DESIRABLE CRITERIA

- Certificate IV Youth work or willingness to obtain one
- Relevant tertiary qualifications

2. STANDARDS OF PRACTICE

- Maintain high professional standards of practice.
- Participate in ongoing training and professional development of self and others.

3. ADDITIONAL FACTORS

- Possession of a current 'C' Class Open Driver's License.
- Applicants will be required to obtain a criminal history check and Working with Children clearance – Ochre Card prior to commencing work

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.

Employee's Signature _____ Date ____/____/____