



Job Description Form	Aboriginal Youth Program Coordinator (50D)
Work Group:	Workforce and Sector Development
Work Unit:	Health Programs
Reports To:	Executive Manager Workforce and Sector Development
Direct Reports:	Nil
Award / Agreement:	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
Classification:	Administrative Grade 4
Approved by CEO:	12 February 2021 (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 Coordinator reports to, and is directly accountable to, the Executive Manager Workforce and Sector Development, and is responsible for coordinating the AHCWA Youth Program. This involves planning, preparing and facilitating the implementation of

strategies and activities to execute the Western Australian Aboriginal Youth Health Strategy (WAAYHS) 2018 – 2023, working closely with the AHCWA Youth Program Officer and facilitating and supporting the AHCWA Youth Committee.

The role of the AHCWA Youth Program is to guide and support AHCWA and its Member Service’s to implement the WA Aboriginal Youth Health Strategy (WAAYHS) 2018-2023. This will include engagement with Aboriginal youth across WA; visiting communities to facilitate workshops; and advocating and engaging with key agencies and partners at a state and national level.

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 and 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
STRATEGIC	<ul style="list-style-type: none"> – Work collaboratively with the Youth Program Officer to effectively deliver key program deliverables. – Monitor and facilitate the actions of the <i>WAAYHS 2018-2023 Implementation Plan</i>. – Develop networks in Aboriginal communities to build community support, sharing of information and input into dedicated Aboriginal youth resources, health promotion activities and material. – Contribute to regional youth development initiatives through relevant regional planning networks, workshops and forums.



	<ul style="list-style-type: none">– Prepare written reports and other documentation as required in accordance with funding requirements and AHCWA policy and procedure.
PROGRAM COORDINATION	<ul style="list-style-type: none">– In association with the Youth Committee, act as the point of contact for managing a series of regional workshops where young Aboriginal people can raise, share and suggest solutions to key issues affecting Aboriginal youth in their region.– Encourage Aboriginal youth to engage with their local Aboriginal Community Controlled Health Service and promote the services they deliver.– Work in collaboration with the Youth Program Officer to assist in the evaluation of the <i>WAA YHS</i> by liaising with and providing information to the Independent Evaluator.– Coordinate and facilitate the annual WA Aboriginal Youth Health Conference with the assistance of the Youth Program Officer, WA Aboriginal Youth Committee and AHCWA Events Coordinator.– Engage with the AHCWA Policy, Advocacy and Strategy Team to ensure youth perspectives are integrated into relevant policy matters at a State and National level.– Promote opportunities for developing links between the Aboriginal Youth Health Program and other youth services, and assist in formalising alliances via MoUs.– Monitor, review and manage the program budget to ensure expenditure is consistent with funding requirements and budget allocations.
ABORIGINAL YOUTH COMMITTEE	<ul style="list-style-type: none">– Coordinate and expand the Aboriginal Youth Committee and state wide youth network, and promote inter-sectoral participation.– Facilitate and coordinate regular Aboriginal Youth Committee meetings and workshops and provide secretariat support.– Facilitate regular communication between all Aboriginal Youth Committee Members and the wider Youth Network.– Provide leadership, guidance and support for youth committee members.



	<ul style="list-style-type: none">– Coordinate consultation sessions, focusing on the development of formal feedback, gathering of information, targeting message effectiveness and identifying potential issues associated with strategies providing feedback to the AHCWA Policy, Advocacy and Strategy Team.
NATIONAL ENGAGEMENT	<ul style="list-style-type: none">– Work with NACCHO to establish a National Youth Committee and network– Work with NACCHO to promote the activities of the national network.– Engage with NACCHO Affiliates to support and share good practice in relation to Aboriginal youth health initiatives.
WORKFORCE CAPACITY	<ul style="list-style-type: none">– Coordinate up-skilling workshops and training to ensure Youth Committee Members are recognised as health leaders and mentors within their communities and are able to run workshops tailored to their regions' needs.– Create, build and implement youth resilience workshops to equip young Aboriginal people with the necessary skills to identify youth at risk.– Promote and encourage an increase in young Aboriginal people working within ACCHS and/or sitting on ACCHS Boards.– Facilitate the upskilling of all Youth Committee Members in other priority areas such as: Mental Health First Aid; Governance; Family Wellbeing and any other relevant short-courses.
PROMOTE AND CAMPAIGN	<ul style="list-style-type: none">– Work collaboratively with the Youth Program Officer and other teams to create a youth presence by campaigning, promoting and sharing positive youth stories from and within the WA community, via social media, print and electronic media.– Manage and monitor the AHCWA Youth Social Media presence by promoting and regularly posting relevant and interesting information on Youth Committee initiatives.
COMMUNITY PARTNERSHIPS	<ul style="list-style-type: none">– Formalise and strengthen existing community partnerships through MoUs and explore opportunities for new partnerships, focusing on



	<p>AHCWA's and our Member Services' key partners, other relevant state peak body representatives and community based organisations.</p> <ul style="list-style-type: none">– Involve and engage with key partners in relevant projects and initiatives where appropriate.
QUALITY MANAGEMENT SYSTEM (QMS)	<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.
OTHER	<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 and Safety responsibilities as per the <i>Occupational Safety and Health Act 1984 (WA)</i>.– Identify and assist to reduce Work Health and Safety hazards and risks.– Follow the reasonable direction of Work Health and 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 PROGRAM CO-ORDINATION	<ul style="list-style-type: none">– Preparation, submission and acceptance of reports to the funding body are.– Increased attendance each year to the annual Youth Health Conference.
ABORIGINAL YOUTH COMMITTEE	<ul style="list-style-type: none">– Minimum of 4 Youth Committee meetings held per year.– An increase in recruitment or retention of Youth Committee member representation, across the Youth Network in all regions.
NATIONAL ENGAGEMENT	<ul style="list-style-type: none">– Evidence of WA youth engagement in the development of youth health policy at the national level.
WORKFORCE CAPACITY	<ul style="list-style-type: none">– Evidence of WA youth engagement e.g. Establishment of Youth Policy Roles or Youth Advisors to Boards.
PROMOTE AND CAMPAIGN	<ul style="list-style-type: none">– Establishment of increased Youth Network group to support ongoing Youth Committee initiative's within WA communities.
YOUTH WORKSHOPS	<ul style="list-style-type: none">– Minimum of 4 Regional workshops per year.
COMMUNITY PARTNERSHIPS	<ul style="list-style-type: none">– Evidence of engagement with the youth stakeholder network e.g. MoUs, consultation, and letters of support.
QUALITY MANAGEMENT SYSTEM (QMS)	<ul style="list-style-type: none">– Ensure all tasks assigned to this position are completed within a six (6) week period.



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:

- Aboriginality is an essential criterion and is provided for in accordance with section 50(d) of the *Equal Opportunity Act 1984 (WA)*.
- Experience in the planning, implementation and management of community development projects in partnership with communities and young people.
- A strong understanding of youth engagement strategies.
- Experience mentoring Aboriginal and/ or Torres Strait Islander youth, ideally within the health sector.
- 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/ or Torres Strait Islander youth, communities and their leaders.
- Ability to develop networks with community and government stakeholders.
- Demonstrated ability to uphold the principles of cultural sensitivity including an ability to communicate effectively and sensitively with Aboriginal and/ or Torres Strait Islander peoples.

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
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I certify that I have read and understand the responsibilities assigned to this position.

Employee Name	
Signature	
Date	