

Position: Youth Development Officer

NPYWC Program: Youth

Employment Details: Permanent, Full Time, 38 hours per week (Tuesday to Saturday)

Location: NPY region – WA (Various)

Base Salary: \$72,492.13 – \$82,018.19 per year – (negotiable based on experience) with additional benefits.

Our Purpose:

To support all Anangu, especially women and children, to have a good life, guided by culture and sound governance, through the collective agency of women.

Our Values:

We are an Anangu-led organisation. We believe in the strength of our people, our culture, and the collective agency of women. We are continually guided by our values, to deliver on our purpose and ensure we deliver for and to our community, more and better choices; a good life for all Anangu.

Your Team:

The NPY Women's Council (NPYWC) Youth Program works with children and young people aged 10-25 and their families. Our service model consists of the following: case management, leadership and education, youth diversion and recreation as well as advocacy and collaboration.

The main activities of the NPYWC Youth Program are to:

- Work with young people and their communities to provide enjoyable, educational recreation activities
- Provide case management support to young people and their families using a family orientated client centred framework
- Advocate for better resourcing and support where there are gaps in services and programs for young people, advocate for social change
- Develop specialised projects to meet the needs of young people across the NPY region
- Develop local staff to deliver the programs

Your Role:

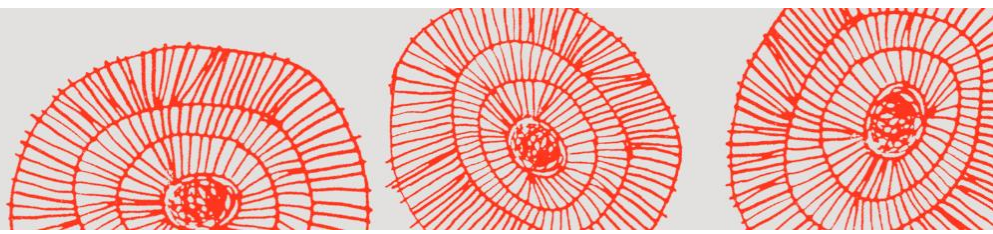
The Youth Development Officer will support the overall youth program in remote Aboriginal communities, with the assistance of the Anangu Support Workers.

Along with running activities for children and young people; the Youth Development Officer will provide case management, support young people who are at risk and inspire those who are doing well to achieve their goals.

In addition, these activities will be monitored, evaluated and supported through a range of data collection processes and action research framework to assess progress and inform change.

Your Responsibilities:

- As part of our service model, deliver four recreational / diversionary activities and one educational session per week.



- Deliver a School Holiday Program in your community throughout the year (not required for a period of 2 weeks at Christmas and New Year).
- Provide case management support for young people in the region as per the NPYWC guidelines and Youth Program case management practices.
- Provide a minimum of 1 case management interaction weekly per client.
- Assist the Team Leader with organising 1 community action plan per year for your community.
- Assist and work with communities to identify the needs of young people and develop plans and strategies that address the recreational, social and emotional needs of young people on remote communities.
- Assist with the support and development of Anangu Support Workers by:
 - Working together in a weekly planning meeting to plan activities for the week.
 - Providing day to day on the job support to increase Anangu capacity and involvement in delivering activities and case management.
- Support the work of special project officers within the team to address social and emotional well-being of young people.
- Provide the Youth Management team with feedback on the monitoring of services and programs, and advocacy needs for young people.
- Maintain partnerships and networks with services and programs (e.g. local school, clinic, police, mental health services, and other services) and work together to address the needs of young people.
- Support the empowerment of young people and their families to speak at forums, events or meetings about issues that affect children and young people.
- Maintain program equipment and program assets to an acceptable standard.
- Prepare relevant reports; collect data for Communicare Database as required by the funding body within the specified time frame, as per the Service Agreement(s).

Skills and Experience:

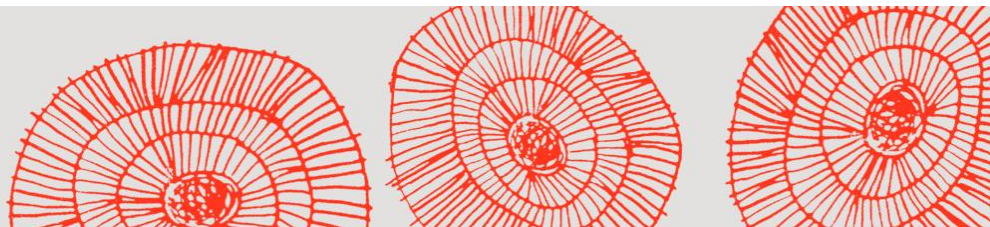
- Good written and verbal communication skills.
- Ability to work co-operatively as part of a team.
- Ability to work with minimal supervision including being able to plan and use time effectively.
- Good computer skills for the purpose of documenting, reporting, etc.
- Demonstrated ability to develop good working relationships across a range of sectors and in a variety of settings.
- Case management experience / skills.
- Youth related experience.
- Experience as a remote Youth Worker (desirable).
- Experience in case management with young people (desirable).

Qualifications:

Relevant tertiary qualifications in areas such as Sports & Recreation, Youth Work, Social Work etc. and/or previous experience in case management and youth work or a related area.

Remuneration:

- Base Salary \$72,492.13 – \$82,018.19 per year
- 9.5% Superannuation
- Generous Leave Entitlements
- Salary Packaging Benefits
- Retention Bonus



Employment Conditions:

- Work in a manner consistent with NPYWC Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.
- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- Remote positions include accommodation. Usually this is stand-alone accommodation, however from time to time, based on accommodation and service delivery demands, this situation may change and staff may be required to co-share a NPYWC leased or owned property.
- Every employee is required to have (or willing to obtain) a current and valid criminal history check, and if applicable, a Working with Children Check.
- We require all staff to have a current Australian manual driver's licence.
- A current First Aid certificate or a willingness to undertake training.
- Experience in operating a manual 4WD vehicle or a willingness to undertake training.
- A good level of health and fitness that matches the requirements of the role. If so required by NPYWC you may be required to undergo a pre-employment medical assessment.

We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

All information will be held in the strictest of confidence.

To find out more about this position, please contact Brett Toll, Assistant Manager on 0419 931 590 visit <http://www.npywc.org.au/recruitment/> for more information about the role and what it's like to work for us.

APPROVED COPY

Signed:



Date: 11 February 2021

PROGRAM ASSISTANT MANAGER

ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

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Employee Name (Please Print)

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Employee Signature

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Date