

Wathaurong Position Description			
<b>Position Title</b>	Youth Hub Team Leader- KKYH Program	<b>Contract</b>	Full-time, Fixed-term (12 months)
<b>Identified Position</b>	No - Not an Identified position. Aboriginal and/or Torres Strait Islander peoples are encouraged to apply		
<b>Business unit</b>	Youth Hub		
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010 [MA000100]		
<b>Classification</b>	Social & Community Services 5		
<b>Reports to</b>	Youth Services Manager		
<b>Direct Reports</b>	Youth Services Trainee, Youth Project Officer, Youth Services Liaison		

Wathaurong Aboriginal Cooperative	
	<p>Wathaurong was formed by Community in 1978 as a place of common ground where Aboriginal people could be together and share in a sense of Community with formal registration in 1980 to support the social, economic, and cultural development of the local Aboriginal Community people. Wathaurong is an Aboriginal Community Controlled Organisation governed by an Aboriginal Board who are elected through the Annual General Meeting process annually, with their Chief Executive Officer to operationalize the strategic directives of the Board.</p> <p>Wathaurong operate on the traditional lands of the Wadda Wurrung, Boonwurrung, Gulidjan and Gadubanud peoples. Our support focus on the local government areas of Geelong, Wyndham, Golden Plains, Colac Otway, Surf Coast and Queenscliff.</p>
(Pictured - Wathaurong Service catchment area)	

Purpose of the Role
<p>This position works under the general direction from the Youth Services Manager to lead the day-to-day delivery of Karroong Kanyool Youth Programming. The position provides effective daily oversight of these programs to achieve and exceed performance and delivery targets that reflect the needs of the community, with a focus on quality system and continuous improvement-based management, and youth focused programming. The aim of the Youth Services Team Leader is to provide support to the youth services team in their roles of working</p>



Co-Op

**Purpose of the Role**

with young people to facilitate and improve their cultural connection, education, health and wellbeing outcomes. The Youth Services Team Leader will be responsible for engaging young people on program development and delivery in a youth participation model. The Youth Services Team Leader will work with Wathaurong's internal programs and services to support the current needs of the young people who are attending the service. This will include participation in after school programs.

- Primary Responsibilities**
- Develop, implement, and oversee operational processes to ensure effective delivery of youth services in line with program funding agreements.
  - Develop and implement workplans for reporting staff that align with strategic plans of the unit and program areas.
  - Provide daily oversight and management of team members ensuring that they are always operating with best practice.
  - Ensure practice is always culturally appropriate and advocate for Aboriginal and Torres Strait Islander children and young people to receive culturally appropriate care.
  - In collaboration with Youth Services Manager, undertake recruitment and performance management of team members according to HR policies and procedures.
  - Manage minor staff grievances and escalate matters to the Manager according to HR policy and procedure.
  - Ensure team members implement and follow policies and procedures.
  - Ensure team members all have adequate training to perform their job roles
  - Work with Wathaurong's internal teams such as; social and emotional wellbeing, Family Servies (FPR and IFS) OoHC, Youth Justice, Better future's and AAP team to support young people in building their cultural connection, education, health and wellbeing, justice and social outcomes
  - Ensure referral pathways and smooth transitions into Wathaurong's internal programs and services
  - Work with young people in a youth participation framework to develop tailored programs that suit the current needs of the local young people
  - Attend and support delivery of activities, programming and camps for young people aged 0-28 noting on occasions this is outside of normal business hours.
  - Support the development and delivery of education-based programs for primary school aged children
  - Comply with the standards of a child safe organisation in both practice and culture
  - Commitment and contribution to Quality Improvement Activities
  - Work in a manner that observes Occupational Health & Safety legislation.
  - Working from different sites as required
  - Other duties as lawfully and reasonably directed and within the scope of the position, and within the requirements of the organisation
  - Commitment and contribution to Quality Improvement Activities
  - Work in a manner that observes Occupational Health & Safety legislation



**Selection Criteria**

- Essential**
- Knowledge of safe and appropriate culturally centred practices for Aboriginal and/or Torres Strait Islander focused services, including employment of Aboriginal and/or Torres Strait Islander people
  - Demonstrated understanding of social, physical, economical, and cultural strengths and challenges affecting Aboriginal communities and their ability to access adequate and quality services
  - Understanding of the purpose and expectations of the Victorian Child Safe Standards and demonstrated commitment to contributing to a child safe organisation in both practice and culture
  - Ability and willingness to attain a first aid certificate.
  - Flexibility with work hours and ability to regularly work evenings and weekends
- Desirable**
- Identify as Aboriginal and/or Torres Strait Islander
  - Demonstrated experience working with Aboriginal Community Controlled Organisations

**Conditions of Employment**

- Must pass a National Police Record Check
- Must pass and hold a Working with Children’s Check throughout the period of employment
- Must hold a current Driver Licence
- Must pass safety screening checks as required based on the position and/or as requested by the funding body
- All positions are subject to funding
- All positions are subject to an initial six (6) month probationary period
- Other terms and conditions are in line with the relevant industrial instrument and internal policies

**Wathaurong’s Commitment to Safety**

Wathaurong is committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment of children. We report any allegations and wellbeing concerns to authorities.

**Physical requirements & environmental conditions of the role**

The following table identifies the physical and psychological work environment characteristics that are inherent requirements of the role. Where possible, Wathaurong will make reasonable adjustments to enable individuals with disabilities to perform the essential functions of their roles.

***A signed pre-existing condition declaration form is required to be completed prior to commencing in this role***

<b><i>Required activities / working environment</i></b>	<b><i>Frequency</i></b>
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<b>Physical requirements &amp; environmental conditions of the role</b>	
Computer based tasks, sedentary position, office based	Often
Repetitive manual tasks	Sometimes
Driving, in & out of vehicles	Sometimes
Lifting/moving equipment	Sometimes
Walking, climbing stairs, bending	Sometimes
Working alone or at a co-located site	Sometimes
Confrontational/confronting situations <i>(Due to the nature of our work, there may be times when staff are exposed to behaviour, language and/or situations that can be confronting)</i>	Sometimes
Working outside in differing weather conditions	Rarely
Attending external locations including client homes	Rarely

**Position Description Acceptance**

**Signed by the Employee:**

I have read and understood the above and agree to carry out the duties listed in my Position Description.

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Name

Signature

Date