



Albury Wodonga Aboriginal Health Service Ltd

POSITION DESCRIPTION

Position Title :	Wodonga Koorie Youth Network Coordinator
Reports To:	Programs Manager
Employment:	As per employment contract
Award :	Aboriginal Controlled Community Health Sector Award
Salary:	As per employment contract

This is an identified Aboriginal/Torres Strait Islander Position

<i>Position Approval</i> Last updated: New Position- 7/05/2021	Approved: David Noonan Date: 13/05/2021
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ORGANISATION

Albury Wodonga Aboriginal Health Service Inc. (AWAHS) is an Aboriginal Community Controlled Health Organisation. AWAHS provides first class Primary Health Care Services to the Aboriginal community who reside in Albury / Wodonga and surrounding areas. As a Bulk Billing Health Service there is no charge to our clients for the medical services provided.

VISION STATEMENT

We support the Aboriginal community towards a better tomorrow. Our focus is to work alongside you to create generational health change.

POSITION PURPOSE

The Wodonga Koorie Youth Network Coordinator will be directly responsible for:

- Providing programs for Koorie Young people that encourage, promote participation, develop skills and build self esteem
- Building a positive outlook for Aboriginal and/or Torres Strait Islander youth
- Promoting a client focused approach to engaging with Aboriginal and/or Torres Strait Islander youth
- Ensuring programs and services are delivered from a culturally supportive sensitive holistic perspective.
- Being a role model for youth involved in the program
- Developing and maintaining productive and meaningful relationships with mainstream providers for the delivery of relevant programs and services.

RELATIONSHIPS

Supervision

The position reports directly to the Programs Manager.

Internal

The WKYN Coordinator will work collaboratively with all other team members of AWAHS.

External

The WKYN Coordinator will be expected to liaise with key stakeholders who are involved with Health issues affecting our local Aboriginal community. The liaison will also include other local Aboriginal Organisations.

DUTIES OF THE POSITION

- Consult with the WKYN membership to establish a schedule of activities for 2021
- Active and positive participation in the activities of the Youth Network
- Support the WKYN Committee to plan and deliver the WKYN membership nominated activities
- Provide a point-of-contact for all WKYN enquiries and communications
- Engage young people, aged 12-25 years to participate in the WKYN meetings and activities
- Recruit and mentor WKYN membership to establish an executive committee
- In collaboration with the Wodonga Aboriginal Network, deliver the objectives within the WKYN Future Generation Action Plan 2019-2022 – refer to *Our Strategies for Actions*
- Support WKYN membership and the Executive Committee to develop a database of members, stakeholders and key community members participating in the WKYN
- Assist with identifying future funding opportunities
- Identify promotion priorities and bring together programs/services to respond to identified needs.
- Participate in, promote and develop projects and programs that enhance the Wodonga Koorie Youth Network initiative.
- Work collaboratively with other service providers to develop and implement identified programs and service
- Additional duties as directed by the Programs manager.

Administrative

- Maintain accurate client and program records, and statistics as required.
- Submission of reports and documents within required timeframes or as requested.
- Participate in research activities including the compilation of daily and monthly statistics on the services provided as required.
- Participate in the ongoing development and implementation of policies as required.

Professional

- Maintain confidentiality.
- Accept personal responsibility and be accountable for professional practice.
- Participate in performance appraisal and supervision processes.
- Maintain professional skills and knowledge via appropriate staff development activities.
- Demonstrate excellent communication skills in recording and reporting information to the multidisciplinary team.
- Actively uphold the AWAHS philosophy, policies and procedures.
- Contribute to the development and maintenance of a supportive environment within the team.
- Participate in the evaluation of the program's services and group activities.

- Work in accordance with the EEO, OH&S, Code of Conduct and safe working practices, policies and procedures of the Albury Wodonga Aboriginal Health Service.
- Participate in quality improvement activities.
- Work as part of a team and actively participate in staff meetings.

ORGANISATION CHART

Refer to the Organisational Chart on the AWAHS website.

SELECTION CRITERIA

- Relevant qualifications and have undertaken a minimum of one year’s employment in the community sector
- Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander cultures and have established links with the local community.
- Proven experience in communicating and working effectively with young people in a non-discriminative and professional manner
- Knowledge of the Aboriginal and Torres Strait Islander community and services across NE Victoria and Southern NSW
- Demonstrated experience in strategic planning, and program design, implementation and evaluation within a quality framework.
- Demonstrated ability to negotiate with internal and external partners to achieve successful program implementation and sustainability.
- Proven computer skills.
- Current Drivers Licence

EMPLOYMENT PREREQUISITES

- Current and clear Criminal Record Check
- Current and clear Working with Children Check
- Complete and appropriate for role Health Declaration
- This is an identified Aboriginal/Torres Strait Islander Position. Proof of Aboriginality is a legitimate requirement. Exemption is claimed under Section 14 of the Antidiscrimination Act.

DECLARATION

I acknowledge that I have read the Position Description understood its contents and agree to work in accordance with the requirements of the position. I also understand and accept that I must comply with the organisation’s policies and procedures including Confidentiality and Code of Ethics during and beyond my employment with Albury Wodonga Aboriginal Health Service Ltd.

Name

Signature Date