POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Outstation Coordinator</th>
<th>DATE:</th>
<th>September 2012</th>
</tr>
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<tr>
<td>LEVEL:</td>
<td>Coordinator</td>
<td>SALARY:</td>
<td>By negotiation</td>
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<td>REPORTS TO:</td>
<td>WYDAC Management</td>
<td>DEPT:</td>
<td>Outstation</td>
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<td></td>
<td>WYDAC Board</td>
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<tr>
<td>APPROVED BY:</td>
<td>WYDAC Board</td>
<td>SUPERVISES:</td>
<td>Outstation Staff</td>
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CEO SIGNATURE:

PART A: ABOUT MT THEO PROGRAM

1. BACKGROUND

The Mt Theo Program was started by Yuendumu Community in 1993 to address chronic petrol sniffing in Yuendumu. The program has since broadened in nature and scope to provide a comprehensive program of diversion, treatment, aftercare and youth leadership and development throughout the Warlpiri region. The program is predominantly funded by Office of Aboriginal and Torres Strait Islander Health (OATSIH).

The Program has challenged a generation destroying itself through substance misuse. Strong community action created an environment for healthy change, and that same generation now accepts that it is totally uncool to sniff petrol. While we focus on individuals involved in the Program, our approach is in a community and family context.

The Program now provides a positive framework through Mt Theo Outstation, Youth Diversionary Programs, Jaru Pirrjirdi Youth Leadership and Development Program, and Warra-Warra Kanyi Counselling Service in which young people can grow strong and take their place as future community leaders.

Mt Theo Program provides youth services in the Warlpiri communities of Yuendumu, Willowra, Nyirirpi and Lajamanu, and offers care for all young people from the Warlpiri nation.

2. VISION

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 young Warlpiri people from all over the region to achieve their full potential as human beings, to build strong futures for themselves and their communities.
3. **PROGRAM OBJECTIVES**

The primary purpose of our corporation is to develop strong young community leaders by preventing petrol sniffing and other substance misuse, and to provide diversionary programs for young people. Mt Theo Program aims to:

- Provide rehabilitation for young people suffering from substance misuse
- Provide education, counselling and care for young people at risk
- Provide the Court and police with positive alternatives to prison or juvenile detention
- Provide jobs so young people can stay in community
- Keep culture strong through youth leadership and development activities
- Record Warlpiri culture using a range of media
- Share knowledge and skills with other Aboriginal nations

4. **VALUES**

We work co-operatively with the community and other agencies to support and maintain equity and equal opportunity for Aboriginal and Torres Strait Islander people in accessing culturally appropriate primary health care services. Our guiding principles are:

- Self-respect and respect for others
- Respect for elders and sharing their stories with young people
- Honesty and truth
- Looking after land
- Looking after young people in trouble
- Listening to each other
- Yapa and Kardiya working together

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**PART B: POSITION SPECIFICATIONS**

1. **PURPOSE OF THE POSITION**

The primary role of the Mt Theo Outstation Coordinator is to co-ordinate the operations of the Mt Theo Outstation.

The overall objective is to support young people in recovering from substance misuse and anti-social behavior and provide opportunities for their personal and professional development whilst staying at Mt Theo Outstation. The Mt Theo Outstation Coordinator will supervise and case manage these clients, and report to Correctional Services and the Court where required.

The Mt Theo Outstation Coordinator will also supervise all Outstation staff, including the Outstation Coordination Team and Outstation Carers. The Coordinator should only play a supervisory role with the technical operations of the Outstation, which primarily fall under the remit of the Assistant Outstation Coordinator.

While focusing on individuals involved in the Program, this must be done in a community and family context and the Mt Theo Outstation Coordinator should also work in close liaison with other WYDAC departments.
2. REPORTING RELATIONSHIPS

The Mt Theo Outstation Coordinator supervises all Outstation staff and reports directly to the Operations Manager, and the WYDAC Committee.

3. DUTIES AND RESPONSIBILITIES

PRIMARY DUTIES

The Mt Theo Outstation Coordinator will

- Visit and stay at Mt Theo Outstation at least once per week
- Case-manage outstation clients as per detailed Policies and Procedures including
  - Assess referred clients for admission
  - Develop client care plans for entry, evaluation and exit
  - Engage with clients and staff on the implementation of the client care plan.
  - Maintain up-to-date files including daily assessments and reporting
  - Supervise and reflect on client activity at the Outstation
  - Represent young people in bush court
- Manage Outstation staff
  - Outstation Coordination Team
    - Assistant Coordinator
    - Outstation Youthworker
  - Outstation Carers
- Supervise the general operations of the outstation
  - Note this should only be general awareness of the current technical operations of the Outstation
  - There should be clear delegation to the Assistant Co-ordinator and Outstation Youthworker for the organization and execution of day-to-day logistics, food supply and maintenance of Outstation infrastructure and vehicles.
- Liaise with families in community on prospective, current and past clients, with clear delegation to the Assistant Co-ordinator and Outstation Youthworker as a primary task.
- Liaison with External Agencies
  - Court, Corrections, CAALAS, Police, Clinic, Centrelink
- Attend, and run, meetings critical to the running of the Department
  - Outstation Coordination Team handovers
  - Carer supervision
  - Client evaluation
  - Operations
  - Departmental
  - WWK Case Management
  - Team

- Administration
Daily reporting on client activity (see Policies and Procedures)
Reflect on Outstation activity in light of required improvements to Outstation Policies and Procedure
Quality management
Provide monthly reports to the Operations Manager

**ADDITIONAL RESPONSIBILITIES**

In addition to managing Mt Theo operations, the Mt Theo Outstation Coordinator is required to:

- Engage with and create close relationships with “at risk” young people and the community at large
- Liaise with WWK Counselor, Jaru Coordinator, Outreach Coordinator, Community and Agency contacts for at risk youth who may be prospective clients.
- Be responsive to feedback and ideas from the Mt Theo team and WYDAC Committee
- Be part of a team of people who care for each other and the Program and who have strong cross cultural relationships of mutual support for one another.

**PART C: PERSON SPECIFICATIONS**

1. **QUALIFICATIONS AND KNOWLEDGE**

- Relevant Tertiary Qualifications
- Coordination training and/or experience
- Possess or be willing to undertake Certificate IV in Alcohol and Other Drug Work (with experience that would generate recognition for significant Prior learning.

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 valid in Northern Territory.
- Applicants will be required to obtain a criminal history check and Working with Children clearance – Ochre Card (on acceptance of position, and conditional to contract offer)

1. **ESSENTIAL SELECTION CRITERIA**

- Demonstrated understanding of, and experience in working with cross-cultural persons and community development, preferably in a remote context.
- AOD and/or Youth-at-risk experience
• Case management experience
• Staff management experience
• Experience working in administrative 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

2. **NON-ESSENTIAL SELECTION CRITERIA**

• Relevant tertiary qualifications
• Experience in logistics

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**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 _____/_____/_____