

JOB DESCRIPTION FORM ENGAGEMENT DESCRIPTION FORM

1. GENERAL DETAILS	
Position Title	Youth Partnership Facilitator
Area/Unit	Youth Model
Award Reports to	General Manager / Chief Executive Officer
Employment type Award	Full Time
Employment type	Full Time

2. POSITION OVERVIEW:
<ul style="list-style-type: none"> • The objective of the Partnership Facilitator is to support the objectives of the KWAC Youth Model Program. The Partnership Facilitator will be the central point of contact for all activities aimed at reducing the prevalence of street present children. • Work closely with Department of Family and Children Services (DFCS) employee to ensure programs/activities are undertaken in a coordinated manner, building collaborations and partnerships as required and oversee project activities. • Manage and coordinate referrals between relevant government agencies and organisations. • Manage and coordinate data sharing of street present children. • Facilitate the identification of severely disadvantaged children (based on agreed criteria) that require additional and intensive supports and refer these children to appropriate organisation. • Undertake/coordinate program evaluations and assessments. • Work with Key Stakeholders to identify young people early, using the projects' definition of young people with complex needs. • Facilitate the assessment of young people's needs in accordance with the Youth model • Identify key partners based on the KWAC stakeholder analysis, and opportunities for new programs/activities for the area as gaps are identified • Develop and maintain a communications strategy that will facilitate positive community and stakeholder relations and increase trust between partners. • Ensure communication with and between the cross-sector of stakeholders, organisations and youths is continuous, purposeful and transparent, across all levels i.e. from youth council to managers/principals, through facilitating regular face to face meetings. • Ensure the sharing of crucial information to address needs and concerns in a youth-focused manner. • Increase collaboration and alignment of youth partner organisations to a common agenda. • Proactively support the sharing and access to resources (including human resources) and funding that build collaboration. • Ensure partner organisations have a constant and unified approach that is founded in Youth-centered practice. • Support the continuous improvement in youth work standards to build a youth service system that is flexible and responsive.

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- To work closely with BBY in relation to data collection, monitoring and reporting requirements.
- Ensure all partnering organisations adhere to Confidential Agreements as defined in the model.
- Ensure the focus of care is on the needs of Aboriginal youths within the context of their cultural identity and social circumstances.
- To work as part of KWAC in providing a quality and youth focused service.
- Develop and maintain close working relationship with all relevant Australian Government and state and territory government departments, and non-government programs and services.

3. PREREQUISITES AND KEY SELECTION CRITERIA

Essential	<ol style="list-style-type: none">1. Develop, design, implement and coordinate youth programs.2. Develop and maintain a high standard of progress reporting, including written reports to funders and presentations to the KWAC Executive Steering Committee.3. Coordinate the collection of data from partners, based on shared measurement and evaluation.4. Demonstrated experience working in a community development environment, preferably with Aboriginal young people and/or young people with complex needs.5. Highly developed interpersonal, facilitation, presentation, communication and consultation skills.6. Actively track and review risks and issues impacting successful program delivery.7. Strong time management and organisational skills.8. Ability to work under pressure and to tight deadlines.9. Ability to liaise and collaborate with and present to a diverse range of people & stakeholders.10. Actively support all integrated engagements in the local community and take responsibility for allocated program portfolio.11. Liaise with other relevant professionals to ensure effective case co-ordination and collaborate closely with co-workers to provide creative, flexible service responses for clients with complex issues and who may be difficult to engage.12. Plus other tasks as directed and required by the Steering Committee.
Desirable	<ol style="list-style-type: none">1. Identifies as a person of Aboriginal or Torres Strait Islander descent and/or has extensive experience working with Indigenous youths and families and extensive knowledge and understanding of Aboriginal and Torres Strait Islander cultures.2. Experience (5 years) establishing and maintaining positive engagement while working with young people.3. Excellent knowledge of Collective Impact community development principles and practices.4. Excellent knowledge of children's rights and child centered development.

4. LEGAL COMPLIANCE

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- Able to produce a National Police Clearance.
- Able to produce a Working with Children's Check.
- Able to produce a current driver's license.

5. POSITION DUTY STATEMENT

1. Practice in accordance with relevant legislation, policies, procedures, guidelines, standards, codes of ethics/conduct and statutory requirements.
2. Knowledge of current health issues which impact on the health and wellbeing of people in Aboriginal Communities.
3. Knowledge of and a commitment to early intervention as a strategy to optimise life outcomes for young people
4. Knowledge and understanding of the stresses on young people with complex needs and the range of risk and protective factors which impact on life outcomes
5. Demonstrated understanding of and an ability to practice strength based and trauma informed approaches and exceptional knowledge of child development
6. Sound knowledge of and a commitment to child protection
7. Knowledge and understanding of the issues impacting on the health and wellbeing (both mental and physical) of Aboriginal people.
8. Proven success at achieving program goals and key performance indicators within timelines.
9. Highly developed written, verbal, interpersonal and service collaboration skills.
10. Excellent literacy and computing skills relevant to correlation of data and writing reports for management.
11. Ability to work independently and within a multidisciplinary team.

6. ALL STAFF DUTY STATEMENT

General

1. Follow the policies and procedures of KWAC as laid out in the Staff handbook.
2. Assist fellow stakeholders with information about community, culture and language that is relevant to providing the programs/activities, and for appropriate behaviors and respect of culture.
3. Actively participate in quality audits, quality improvement and accreditation activities including exercising initiative in making improvements to work processes.
4. Work within your level of competency and seek advice and guidance from senior staff as required.
5. Be prepared to share your practical experience, organisational knowledge and expertise with other staff members.
6. Participate in professional appraisals activities and supervision as required.
7. Undertake specific after-hours work, including attendance at training as required.
8. Undertake multi-functional duties, relevant to position; as directed by Senior Management.
9. Report directly to General Manager in regards to all work issues including any matters which may have possible legal implications.
10. Liaise with other government and non-government agencies to achieve equitable outcomes for youths.
11. Work as a member of KWAC team and key stakeholders with staff from all areas including Reception, Administration, One Family At a Time (OFAT), Social Emotional

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Wellbeing (SEWB) and Senior Management.

12. Use problem-solving strategies to ensure an effective and efficient service.
13. Work within the parameters of KWAC OHS policies and procedures such as: Emergency Evacuation, Outreach and Remote Visits and reporting of Incidents, Accident and Near Misses (and Hazards).
14. Actively participate in training, up skilling and educational activities, as directed, including but not limited to in-services, clinical competencies and induction.
15. Individuals are responsible for identifying and initiating their own professional development.
16. Actively participate, as directed, in internal and external meetings.
17. Participate in and contribute to Health and Safety awareness and improvements
18. Be aware of, and consider, the risks associated with your everyday work and apply appropriate mitigation measures

Administrative

1. Maintain statistics, administrative records and client documents as per KWAC policies and procedures.
2. Produce report for the Steering Committee as required.
3. Ensure maintenance of equipment, including IT equipment, vehicles and phones.
4. Advise General Manager regarding equipment/resources requirements.
5. Perform office duties including, but not limited to, photocopying, faxing, laminating and processing paperwork.
6. Produce minutes for meetings as requested.

NOTE: This job-engagement description is not intended to be all-inclusive. Employees the Youth Partnership Facilitator may perform other related duties as negotiated to meet the ongoing needs of the program structure as directed by the Steering Committee.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Name: Desmond Hill

Position: Chief Executive Officer

Signed: _____ Date ____/____/____

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.