



Position Description

Youth Program Coordinator

Location: 1a Badger Creek Rd, Healesville

Reports to: Oonah Program Manager

Oonah Health & Community Services Aboriginal Corporation

BACKGROUND

Oonah Health and Community Services Aboriginal Corporation is the primary source of knowledge regarding the health and well-being priorities of the Aboriginal community in the Eastern Region of Melbourne.

Working since 2009 to establish a Belonging Place in Healesville, in line with Community's vision of a "One stop shop" to access all services Oonah is now an Aboriginal Controlled Health Organisation with a solid foundation of systems, policies and frameworks which support the successful delivery of programs and services.

Yarra Ranges has the highest number of Indigenous people in the Eastern Metropolitan Region. The majority of which reside in Healesville. Healesville's Indigenous Community experiences a higher level of disadvantage than non-Indigenous residents. This disadvantage relates to determinants of health such as employment, health, transport, housing and education.

To respond to the disadvantage Oonah's vision is "A healthy, strong and skilled Aboriginal and Torres Strait Islander Community acknowledging the diversity in Melbourne's OuterEast". The strategy is delivered through programs and services based on the 4 pillars of cultural strengthening – health, education, community and employment.

Each program is based on improving the health, wellbeing, cultural strengthening and empowerment of the local Aboriginal Community and covers specific needs from early childhood to adulthood.

To deliver these programs and services Oonah works with a range of partner organisations and negotiates priority referral pathways for Aboriginal clients. This approach enables Oonah to continually expand and grow services to Community.

POSITION SUMMARY/OBJECTIVES

The Youth Programs Coordinator position involves organising youth workshops/forums to identify youth needs for the area and progressing an expansion of services via the Youth Hub. Working as part of a team to coordinate Oonah's Youth Programs and maintain and further develop Oonah's existing youth relationships and encourage new relationships. This will be achieved through the implementation of a range of flexible programs for Aboriginal youth aimed at strengthening connectedness with culture, identity, peers, family, and community to build strong Aboriginal youth.

Improving access to high quality health services for Aboriginal youth in the Outer East.

Improving early intervention, prevention and management of chronic disease amongst the community in the Outer East. Partnering with key organisations to facilitate and increase social, learning and employment opportunities for Aboriginal youth.

The Youth Program Coordinator will also have a strong focus on reaching out to youth who are already disengaged or potentially at risk of disengaging from the ages of 10 to 24 years. Those young people may be:

- victims of family violence and/or have been affected by family violence
- currently/ or have been, in out of home care
- disengaged from education and/or employment
- already in contact with the criminal justice system

It will also provide young people the opportunity to explore their culture through a variety of new mediums with the aim of also opening up new career pathways for them.

KEY RESPONSIBILITIES

- Maintain regular face to face contact with Aboriginal youth in the Outer East and actively involve young people in the decision making, planning, and implementation of activities, programs and projects
- Be part of the Youth Consultation Group and meet regularly to inform youth program development and implementation
- Assist with initiating, developing, implementing and managing youth programs and activities with a range of partners ensuring:
 - all existing and new program initiatives are aligned with Oonah's strategic priorities and follow the Oonah evaluation framework
 - programs are embedded with Oonah's core values of respect, caring and sharing and will embrace our strong connections to Aboriginal Elders, Aunties, Uncles and community members
 - youth are consulted during the program planning, development, implementation and evaluation stages
 - programs and activities are developed in accordance with the and Workplace Health & Safety policy
 - project budgets are met by monitoring program budgets and managing program costs/expenses
 - all programs and activities operate in accordance with the Oonah Children Safety policy and other core policy and legislative frameworks
 - programs are developed to work on basic life skills to support young people to grow and become healthy independent young adults
 - programs have the flexibility to adapt to the needs of the individuals who participate as well as allowing for changing needs and interests of participants as they grow older
 - Promote youth programs and activities to Community and key stakeholders through Oonah's newsletters, Facebook page and other social media platforms, web page, notice boards and community events.
- Support the social, emotional and wellbeing of Youth by assisting them to access

services through internal or external referral pathways

- Assisting Youth to access services – health, employment, education and training
- Undertake community consultation activities, and liaise with the community and relevant organisations ensuring they are kept informed
- Support and train volunteers as required in the implementation of youth programs, events and activities
- Prepare reports for funding bodies in a timely manner as outlined in funding agreements in consultation with Program Manager

REQUIRED EXPERIENCE, SKILLS AND COMPETENCIES

This position requires substantial knowledge and experience in the youth/community services field. Knowledge and understanding of Aboriginal culture and demonstrated knowledge of how to effectively communicate with Aboriginal people is essential, along with a thorough understanding of Aboriginal organisations and their governance structures.

The Youth Worker requires high-level communication skills to liaise with key stakeholders (including community groups, advocacy groups, government bodies and service providers) for the achievement of Oonah youth program outcomes.

The Youth Worker requires excellent relationship management skills and the ability to deal with adverse, and often competing, range of expectations and community needs.

POSITION SELECTION CRITERIA

Technical Competencies

Qualifications/Licenses/Requirements

- Demonstrated experience working effectively and sensitively with Victorian Aboriginal and Strait Islander communities and services
- Demonstrated in depth knowledge of social issues that impact on Aboriginal young people
- Demonstrated experience of working with Aboriginal young people, families and communities
- Demonstrated commitment to the care and support of Aboriginal youth
- Demonstrated understanding of Aboriginal community networks and processes, and an ability to encourage participation of the community and stakeholders in relevant activities
- Advanced knowledge coordinating and implementing quality cultural youth programs
- Demonstrated strong interpersonal, communication and presentation skills.
- Well-developed problem solving, conflict resolution and decision-making skills; including the ability to quickly address and dissipate conflicts among group members.
- Experience with monitoring program budgets
- Demonstrated sound organisational and administrative skills, including the ability to prepare reports to the Oonah Board and funding bodies
- Demonstrated competency in using databases, Microsoft Office programs and

communication tools, such as social and other emerging media

Must have:

- Minimum Certificate IV in Youth Work or relevant equivalent qualification
- Demonstrated experience in communicating and engaging with Aboriginal youth
- Current Victorian Drivers Licence.
- Experience working with Aboriginal young people
- Current first aid certificate or commitment to complete

General Conditions

All Oonah Board members, staff and volunteers are required to:

- Model the Oonah values of Respect, Caring & Sharing
- Act at all times in accordance with the Oonah Code of Conduct
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 3 years thereafter
- Ensure that all program initiatives operate in accordance with the Oonah Protecting Children, Protecting
- Clients, Case Management policies and other core policy and legislative frameworks
- The position requires after hours and weekend work, engaging with young people, planning and delivering programs and projects

Part- time, 3 days/week, fixed term contract. For further information on salary and a confidential chat, please phone Maria Romanin on 5962 2940.

Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply.

Applicants must address the selection criteria contained in the position description.

Email your application to admin@oonah.org.au.