

POSITION DESCRIPTION

Indigenous Relations Project Officer

Job Title:	<u>Indigenous Relations Project Officer</u>
Responsible To	Operations Manager, Community Programs
Responsible For	Assisting with the development, implementation and evaluation of the YWCA's Aboriginal Parental Engagement Program (APEP) which supports mothers and carers of ATSI children.
Purpose	The YWCA of Adelaide influences community and government attitudes on issues facing young women and empowers and supports young women through programs and services responsive to their needs.
Vision	The YWCA of Adelaide aspires to a fully inclusive world where peace, justice, freedom, human dignity, reconciliation and diversity are promoted and sustained through women's leadership.
Values	Equity and justice Diversity Inclusive communities Women's participation and leadership Responsible governance The importance and value of men, families and communities to our organisation
Position Purpose	Assisting with the planning, development, implementation and evaluation of the APEP <ul style="list-style-type: none">• Confirming program delivery locations• Promoting the program to indigenous networks, appropriate stakeholders & referral agencies.• Completing regular reports as required by the Community Programs Manager• Phoning and ensuring participants attendance prior to the training day and the day of the training• Arranging participant transport where necessary Facilitation and implementation of structured program sessions <ul style="list-style-type: none">• Engagement of Aboriginal mothers/carers the APEP• Supporting program participants to implement personal action plans• Supporting participants to participate in mentoring, leadership and volunteering opportunities• Assisting with the management and supervision of program volunteers, including mentors Building the YWCA movement through membership recruitment and engagement Coordinating the evaluation process

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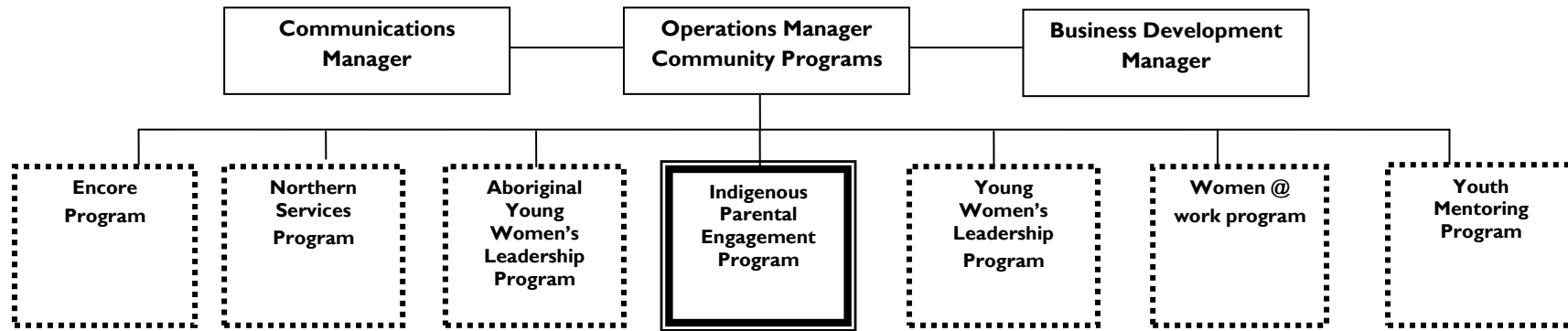
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Key Challenges	Meeting program targets as set by the funding body (DEEWR) and YWCA of Adelaide Working to a strict timeframe Program development Program evaluation Program sustainability
Key Result Areas	<ul style="list-style-type: none">• Engagement of Aboriginal mothers / carers• Project Management and organisational support• Project Evaluation
Industrial Instrument	YWCA Enterprise Agreement Level 4 (\$51,586.75 – \$55,468.88 FTE per annum)
Location	YWCA of Adelaide Head Office, 17 Hutt Street Adelaide and other northern community based locations as determined throughout the project

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A. ORGANISATION CHART (What are the key reporting relationships for the role?)



B. JOB REQUIREMENTS (What are the key activities for the role?)

Key Result Area 1	Engagement of Aboriginal mothers / carers	
Key Tasks:		Job holder is successful when:
<ul style="list-style-type: none"> Promote the APEP to appropriate organisations and individuals and attend relevant meetings and community events to promote the program and gain program referrals Develop strong referral networks with the local community in which programs operate Determine eligibility of referring participants Implement Aboriginal Parental Engagement Programs with groups of 10-12 mothers/carers of ATSI children 		<ul style="list-style-type: none"> Each program gains 15 plus eligible referrals Each program implemented has a minimum of 9 participants with regular attendance (at least 50%) Referring agencies and individuals understand the referral process and make appropriate referrals

Key Result Area 2	Project management and implementation	
Key Tasks:		Job holder is successful when:
<ul style="list-style-type: none"> Implement and evaluate a culturally sensitive parental engagement program Coordinate the day to day delivery of parenting programs including: Stage 1: Facilitate 10 x structured parenting program sessions, including the development of an individual action plan 		<ul style="list-style-type: none"> The program is developed and presented in a culturally sensitive manner The day to day operations of the program run smoothly and effectively

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<p>Stage 2: Facilitate 10 x weeks of unstructured individual or group sessions which support program participants to progress their individual action plans and pursue mentoring, leadership and volunteering opportunities</p> <p>Stage 3: Coordinate 1 x Go Girls! Healthy Bodies Healthy Minds program delivered with program participants trained as mentors</p> <ul style="list-style-type: none"> • Recruit, screen, train and match volunteer mentors with parenting program participants using culturally sensitive processes • Provide specific opportunities to participants to be trained to deliver YWCA's Go Girls! Healthy Bodies Healthy Minds program • Use and adapt the YWCA Young Women's Leadership Program mentoring manual to deliver culturally appropriate mentoring program participants • Ensure volunteer mentors adhere to legislation and organisational policies relating to Occupational Health and Safety and Welfare • Facilitate and consult with program participants to guide the development and service delivery in the project • Ensure effective administration processes are in place including participant attendance records, progress notes and outcome reports • Provide updates on program performance to the Operations Manager via regular (at least monthly) meetings and reports • Follow a project activity plan and follow this for the duration of the project • In conjunction with the Operations Manager and other APEP coordinators, write and submit performance reports to DEEWR and provide verbal updates to DEEWR as required • In conjunction with the Operations Manager, ensure program expenses are spent as per the annual budget • Promote and represent YWCA Aboriginal women's programs through relevant forums, functions and meetings • Work collaboratively with the YWCA's Young Women's Leadership Program and Aboriginal Young Women's Leadership Program staff • Grow YWCA membership base by promoting YWCA membership to all program participants • Ensure the program is implemented as per the funding contract with the Department of Education, Employment and Workplace Relations (DEEWR) and targets set within the Performance Scorecard 	<ul style="list-style-type: none"> • Structured parenting sessions are delivered • Unstructured sessions are delivered • Individual action plans are implemented • Mentoring, leadership and volunteering opportunities are provided to all program participants • Go Girls! program is delivered • Volunteer mentors are working effectively in the program, with a clear understanding of their role • Program volunteers feel safe in their role • The mentoring component is considered culturally appropriate • Program development and implementation takes into consideration the feedback of steering group and program participants • Documentation is kept up to date • Senior Management are aware of developments and issues within the APEP • Progress with the project is easy to measure and kept on track • Performance reports are submitted on time to the funding body and accepted • The APEP operates in conjunction with other YWCA programs • YWCA resources are maximised and duplication is limited • YWCA Membership targets are met • Program KPI's are met as per the performance scorecard • The project complies with the terms and conditions of the funding contract
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	<ul style="list-style-type: none"> The funding body remains informed and satisfied with the project's progress
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Key Result Area 3	Project evaluation	
Key Tasks:	Job holder is successful when:	
<ul style="list-style-type: none"> In conjunction with the Operations Manager and the University of South Australia Researcher, implement appropriate data collection and evaluation methods to capture program numbers, outcomes and areas for improvement Ensure a comprehensive program evaluation is completed 	<ul style="list-style-type: none"> Participant numbers, program outcomes and areas for improvement can be easily and clearly measured An evaluation report is completed at the end of the project which identifies project outcomes and recommendations for improvement 	

C. PURPOSE AND VALUES REQUIREMENTS

Core Area of Responsibility	Purpose and Values
Key Tasks	
<ul style="list-style-type: none"> Actively support the YWCA's purpose and values; Positively and constructively represent the YWCA to external contacts at all opportunities; Behaves in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times; Operates in line with the YWCA's policies and practices (EG: financial, HR, etc); To help ensure the health, safety and welfare of self and others working in the business; Follows reasonable directions given by the company in relation to Occupational Health, Safety & Welfare. 	

D. RECRUITMENT INFORMATION (The essential knowledge, experience, skills and personal attributes required for the job)

I. Competencies

- Able to work positively and co-operatively whilst achieving performance outcomes
- Highly effective interpersonal and written communication skills
- Ability to manage potentially challenging group dynamics

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- Ability to work independently as well as in a team
- Good organisational and computer skills (MS Office suite) and ability to adhere to deadlines
- Ability to relate, engage and work with a range of diverse stakeholders including Aboriginal women, volunteers, education providers and community organisations
- Ability to achieve operational outcomes within approved budgets
- Ability to manage volunteers and develop a positive, supportive work environment
- Time management skills & the ability to prioritise workload
- Ability to work within a project brief and follow a project activity plan
- Commitment to working in an organisation that encourages learning and development (i.e. by working with a mentor)

2. Educational/Vocational Qualifications

- 2.1 **Essential:** (a) A demonstrated knowledge and understanding of Indigenous societies and cultures and an understanding of the issues affecting Indigenous people in contemporary Australian society and the diversity of circumstances of Indigenous people; and:
 (b) A demonstrated ability to communicate sensitively and effectively, including negotiation and consultation with Indigenous people on matters relevant to the delivery of education services to Indigenous people.
- 2.2 **Desirable:** Relevant qualification (tertiary qualification in Social Work, Social Science, Human Movement, Psychology or Certificate in Youth Work) and/or experience working in a similar role
 Trained in Child-safe Environments: Reporting Child Abuse and Neglect
 Senior First Aid certificate
 Certificate 4 in Workplace Training and Assessment

3. Experience

- 3.1 Working with Aboriginal Australians, specifically women
- 3.2 Training and group facilitation
- 3.3 Working collaboratively with other services, volunteers and young women
- 3.4 Strong administration skills (case notes, assessments, report writing) and ability to pay attention to detail
- 3.5 Managing and evaluating community projects
- 3.6 Marketing and promoting community programs and activities
- 3.7 Working with volunteers

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4. Knowledge

- 4.1 Knowledge of the community sector with a focus on youth/Aboriginal organisations and networks.
- 4.2 Knowledge of planning, implementation and evaluating community based projects for members of the Indigenous community
- 4.3 Sound understanding of issues affecting Aboriginal women.
- 4.4 Knowledge of relevant workplace legislation including the Equal Opportunity Act, Occupational Health, Safety and Welfare Act, Children's Protection Act.
- 4.4 An understanding of group dynamics and training techniques
- 4.5 Understanding of the YWCA of Adelaide's strategic directions

E. SPECIAL CONDITIONS

- 1. The position is required to work within the Strategic Directions and values of the organisation.
- 2. The position is offered on a part time (0.6) basis until 30th December 2012 or for the period of funding of the APEP.
- 3. The hours will generally be conducted between Monday and Friday, 9am – 5pm, with specific hours to be negotiated with the Operations Manager.
- 4. The position requires flexibility in working hours and work outside of normal business hours from time to time i.e. evenings and some weekends. TOIL provisions will apply as per the Enterprise Agreement.
- 5. A satisfactory National Police Certificate will be provided by the employee (prior to employment). The employer will seek regular National Police Certificates throughout employment as consistent with organisational policy.
- 6. A current driver's license and reliable vehicle is required.

E. APPROVAL

Manager's Name:	
Approval date	