

YOUTH DEVELOPMENT – Yarrabah Coordinator

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| Base Location: | Cairns Office | Reports To: | Cairns Manager |
| Region: | Cairns ESA outreach to Yarrabah | Inclusive Salary Range: | \$61,000 - \$69,000 |
| Resources: | Work Computer, Work Mobile | Industrial Instrument: | VPG Collective Agreement |
| Contract Period: | 24 Months (Max Feb 2020) | Role Identification Date: | December 2017 |

About us

VPG is a non-profit organisation that has been improving child and youth transitions in Far North Queensland for over 20 years. With 5 Centres in Cairns, Yarrabah, Innisfail, Atherton & Mareeba, we have assisted thousands of young people. We seek to empower youth, strengthen families and build the capacity of education, industry and communities through quality partnerships. www.vpginc.com.au

About our thinking

VPG uses the concept of Advantaged Thinking to direct the way we work with young people. VPG acknowledges that young people have a vital contribution to make to the social and economic life of our communities and society, and that to do so all young people should have access to the opportunities and social networks that facilitate this social and economic participation. VPG invests in building young people's abilities, harnessing them for personal as well as social good.

By making a positive investment in young people, the approach focuses on developing their assets, and on co-creating solutions – real jobs, real education and real community connections – to enable them to achieve independent adulthood.

About our values

At VPG our exceptional organisational culture is aligned to our values. You will be part of a team that is **compassionate, generous, inclusive, responsible** and **fun** and we expect you to demonstrate these behaviours throughout your career with us.

About the position

You will work within a dynamic Cairns & Yarrabah team delivering youth transition services to young people; through our four-phase model you will implement solutions that assist young people to achieve education and/or employment:

- Identify strengths and talents, explore career paths, develop goals and aspirations and make plans for their achievement.
- Build the personal, social and practical employability skills necessary to achieve goals and aspirations.
- Build experience of the world of work through opportunities that are matched to aspirations.
- Transition into employment or education and ensure outcomes are sustained through ongoing support.

You will supervise the daily functioning of the Yarrabah Centre on outreach days; assisting to lead a small team of local part-time staff and engaging with community partners.

Key Responsibilities – Service Delivery

- Act as a participant focused, values based team member and work collaboratively with staff within our Advantage Thinking approach.
- Implement solutions within the four-phase model of practice including individual assessments and support, group work/education, advocacy, brokerage and referral.
- Coach young people through the identification and achievement of goals.
- Prepare and deliver innovative group workshops and training programs to develop young people's interpersonal and employability skills.

- Maintain a participant load, including plans, notes, appointments, placements and other administrative tasks ensuring quality, efficiency and effectiveness in the management of data.
- Transport participants to assigned appointments, services, learning programs and activities.
- Assist to arrange industry visits, guest speakers, work experience placements and experiential learning in relation to client job/career plans and learning programs.
- Undertake assertive outreach activities to identify and engage young people.
- Provide quality information relevant to young people's needs and career goals.
- Contribute to the design and development of resource materials for use in the delivery of the program.
- Maintain confidentiality and privacy in all matters relating to staff, participants and procedures.
- Assist in the preparation and presentation of applications, reports, submissions and recommendations as directed
- Develop and maintain working relationships with key community partners; regularly liaising with them to create opportunities and ensure satisfaction with service delivery.

Key Responsibilities – Integrity & Productivity

- Ensure behaviour during all work interactions is aligned to our values of being compassionate, generous, inclusive, responsible and fun.
- Comply with all VPG policies and procedures.
- Assist Management to supervise the daily functioning of the Yarrabah Centre
- Actively contribute and participate as a VPG team member across all programs exchanging ideas and information on a regular basis.
- Maintain and develop your professional skills, seeking opportunities to ensure a high level of technical proficiency and personal effectiveness.
- Fulfil other tasks that your manager reasonably asks you to perform.
- Maintain an understanding of all VPG services to confidently communicate with and promote to external stakeholders.
- Understand the nature of risk when undertaking daily duties and the importance of complying with relevant legislation and service standards, reporting any known breaches to their Manager.
- Undertake a range of duties to ensure the smooth running of VPG Centres including but not limited to reception, washing up, emptying rubbish, putting away equipment, checking mail, maintaining vehicles, purchasing supplies.

About you

Qualifications

- A tertiary qualification in Education, Allied Health, Social Work, Human Services or a related field.

Mandatory Requirements

- A current QLD Driver's License.
- Current Clear Australian Police Check provided prior to commencement.
- Eligibility for a Suitability Card for Child Related Employment (Blue Card registration)
- Strong computer competency across Microsoft applications and ability to touch type.

Desirable Skills and Experience

- A high level of cultural awareness and experience with local diversity.
- Well-developed communication, problem solving and interpersonal skills.
- Experience in working with young people using a positive and proactive approach.
- Experience/skills in facilitating group work/training.
- Exposure/experience in case management (collaborative practice)
- Strong reflective practice skills.
- Experience in leading teams/supervising staff.