

# CAAPS Aboriginal Corporation

## POSITION DESCRIPTION

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|-----------------------|--|
| <b>POSITION TITLE</b> | <b>Coordinator - Youth Services</b>          |
| <b>AREA</b>           | <b>CAAPS Berrimah Site</b>                   |
| <b>REPORTS TO</b>     | <b>Executive Manager – Clinical Programs</b> |
| <b>DIRECT REPORTS</b> | <b>Youth Services Team</b>                   |

### Position Purpose

To ensure that all youth services (assessment, residential and outreach) are delivered in line with CAAPS CORE values, strategic direction, best practice standards, legislative requirements and within a culturally safe and ethical environment.

### Key Performance Indicators

- Provide guidance and workplace supervision for staff in line with CAAPS Clinical Governance and Supervision Policies.
- Ensure that CAAPS Intensive Assessment Program (IAP) is delivered in line with evidence-based practice.
- Ensure that CAAPS Substance Treatment Program (STP) is delivered to a high standard in line with CAAPS Youth Services assessment and treatment modalities and reflects evidence based practice.
- Ensure that all client support activities are conducted in accordance with CAAPS procedures and applicable to CAAPS Young People in the IAP and STP.
- Timely and accurate reporting to all stakeholders.

### Collaboration and Communication

Internal:

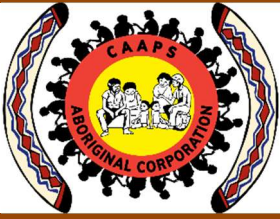
As the Coordinator of the Youth Services Team, you will work closely with

- CEO, Executive Manager, and other senior managers
- Health Worker
- Hostels staff
- Finance, Facilities and Administration teams

External:

As Coordinator of the Youth Services you will be expected to ensure that current network partnerships are maintained and source relationships with new network partners that will benefit operations and delivery of client services. Some current key external relationships include.

- Government Departments – Northern Territory MHAOD team, National Indigenous Australians Agency, Territory Families, and NT Primary Health Network and NTLAC.
- Client service organisations –Danila Dilba, NAAJA, HeadSpace, TEAMHealth.
- Peak Bodies AADANT, AMSANT, NTCOSS



# CAAPS Aboriginal Corporation

## Major Responsibilities

- Provide ongoing leadership, mentoring and workplace supervision that supports and promotes effective governance within the Youth Services Team.
- Ensure the approved programs are delivered to a high standard and that the integrity of the treatment model is maintained.
- Coordinate handovers, team meetings and training opportunities within the team.
- Design and deliver relevant training and opportunities to Youth Services Team.
- Ensure that all activities are delivered with consideration to legislative requirements within a culturally safe ethical approach.
- Ensure that case planning with young people is of a high standard and in line with CAAPS model and emerging best practice.
- Ensure that the assessment and screening of young people within the IAP is undertaken to a high standard, is culturally appropriate, and relevant to the needs of the target population.
- Management of service and related risk including participation in the afterhours on-call rotation.
- Ensure the collection and management of client data is carried out with a high level of integrity.
- Process and manage HR related tasks required in maintaining a successful workforce.
- Participate in the onboarding of all Youth Services Team members.
- Participate in Quality Improvement Processes and encourage an attitude of continuous improvement amongst staff.
- Participate in program evaluation processes.
- Prepare monthly reports and participate as part of the Management Team.
- Participate in Cyclone Management /WHS and other Committees as required.
- Remain up to date with the latest research and developments for models of therapeutic intervention such as those indicated for the treatment of trans-generational trauma.
- Maintain and develop relationships with external organisations to enhance the services available for young people.
- Ensure flexibility and creativity in service delivery to effectively meet the unique needs of young people.
- Monitoring of program budgets and expenditure.
- Other related duties as required, and within the scope of this position.

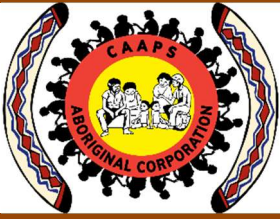
## Records Management Responsibilities

- Ensure that client files are maintained within Australian Standards for client files and record keeping.
- Ensure that client data is entered into appropriate databases (MIMASO, MHAODB External Service Provider Client System) by staff and that this is done within required timeframes.
- Provide data and information for inclusion in Board reports, management meetings and performance reporting to funders
- Ensure maintenance of Logiqc QMS system and reports as they relate to this position



# CAAPS Aboriginal Corporation

| Safety & Wellbeing Responsibilities<br>Accountable Position                          | WHS Accountabilities<br>(According To WHS Act 2011)   | Action Demonstrating Accountability  |
|--|---|--|
| <p><b>WORKERS<br/>(EMPLOYEES,<br/>VOLUNTEERS,<br/>CONTRACTORS,<br/>STUDENTS)</b></p> | <p>While at work, all workers must:</p> <ul style="list-style-type: none"> <li>• Take reasonable care for their own health and safety</li> <li>• Take reasonable care that their acts or omissions do not adversely affect the health and safety of other people</li> <li>• Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by CAAPS to allow the organisation to comply with this Act</li> <li>• Co-operate with any reasonable policy or procedure of CAAPS relating to health or safety at the workplace that has been notified to workers</li> </ul> | <p>All workers must:</p> <ul style="list-style-type: none"> <li>• Follow CAAPS WHS policy and programs to safeguard the health and safety of people at work and to understand your personal responsibilities for WHS</li> <li>• Attend safety-related training including induction, emergency preparedness</li> <li>• Comply with WHS instructions from your supervisor/manager, training information, safe work procedures and wardens during an emergency evacuation preparedness and program specific training (e.g. visiting clients in community)</li> <li>• If performing new or unfamiliar work, you must seek information, instruction or training and supervision from your supervisor where necessary so that you perform your duties safely without risking the health, safety and wellbeing of yourself or others</li> <li>• Use equipment that has been provided for your health, safety and wellbeing</li> <li>• Report all hazards, incidents and injuries or WHS concerns to your supervisor/manager</li> <li>• Participate in discussions/consultation about workplace or job task/practice changes that could affect WHS risks</li> <li>• Wear clothing, footwear and personal protective equipment (PPE) appropriate for the work being done</li> <li>• Do not put other people at risk of their health, safety and wellbeing by your action or inaction</li> </ul> |



# CAAPS Aboriginal Corporation

## Key Selection Criteria

### Skills and Attributes

- Sets high goals and standards and strives to achieve them
- Demonstrated understanding of trauma informed care and therapeutic approaches that support youth substance treatment.
- Ability to effectively lead a multidisciplinary team of staff
- Ability to provide a culturally safe environment to all stakeholders
- Extensive ability to effectively manage service-related risks in a residential setting
- Dedicated and careful; high level of accuracy and attention to detail
- Demonstrated ability to modify communication styles and techniques to meet the needs of various stakeholders
- High standard of written communication skills
- Lead staff in continuous improvement processes
- Remain up to date with current youth AOD best practice and provide information and support to staff
- Willingness to maintain a drug free life style, a drug test will be conducted upon employment and also at random intervals as requested by Management at any time

### Knowledge

- Sound knowledge of the issues impacting Aboriginal and Torres Strait Islander people
- Extensive understanding of current issues impacting the delivery of AOD services to young people affected by substance use
- Sound knowledge of trauma informed approaches to service delivery
- Extensive knowledge of current local and national issues related to health promotion, prevention and management

### Qualifications

- Hold a tertiary degree or a postgraduate qualification in Behavioural Science, Counseling or equivalent and other relevant qualifications
- Current First Aid Certificate
- Current NT Driver's License (minimum C Class)
- Current Criminal History Check
- Current Ochre Card (Category E)

### Experience required

- Proven experience in managing staff therapeutic setting
- Extensive experience working with young people with substance use issues including provision of health related services
- Experience in effectively delivering clinical services to Aboriginal and/or Torres Strait Islander people
- Demonstrated computer skills including MS Suite, email, data collection/input and record management skills



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I hereby acknowledge that I have read and understood my responsibilities outlined in this position description.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Version : 1  
Date created : June 2020  
Reviewed : reviewed June 2022  
Approved by: **JILLIAN SMITH CEO**