



Wuchopperen
HEALTH SERVICE LTD

POSITION DESCRIPTION

Position Title:	Youth Participation Convenor (<i>Identified</i>)
Classification:	Social, Community, Homecare and Disability Employees Grade 4 Wuchopperen Health Service Limited Enterprise Agreement
Salary:	\$82,047 - \$88,279
Location:	Cairns
Reporting Relationship:	Manager, Youth and Family Services

About Wuchopperen

Wuchopperen Health Service Limited (Wuchopperen) is a community connected and controlled organisation with a solid history of providing holistic health and wellbeing services for Aboriginal and Torres Strait Islander people in Cairns and surrounding districts.

Wuchopperen's vision is keeping our generations growing strong. Culture underpins our diverse and client-centric service delivery model offering our community whole of life support from pre-birth right through to our elders.

From our humble beginnings in the 1970s, Wuchopperen has grown into a dynamic and innovative service that prides itself on strong community representation, leadership and governance.

Our Strategic Priorities



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Our Values and Behaviours



The role:

The purpose of the Youth Participation Convenor role is to engage with young people who are involved with the Youth Justice System and facilitate Family Led Decision Making (FLDM) Meetings regarding the young person's offending and developing a case plan to support the young person and their family to meet their goals.

The Youth Participation Convenor is supervised by the Manager, Youth and Family Services and the position has no supervisory responsibilities.

This position works closely with other members of the Youth and Family Services team and maintains regular contact with other program staff to ensure effective outcomes for clients.

Key Responsibilities include:

1. Engage with young people and their families referred to the program to identify key stakeholders feel can support them to meet their family goals in line with the Family Led Decision Making principles.
2. Use of strength-based approach in building culturally appropriate relationships and creating a culturally safe space when communicating and engaging with families referred to the program.

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3. Assist families with Genogram and community support mapping to identify key family and stakeholder support in assisting them to meet their family goals in line with the FLDM principles and the Aboriginal and Torres Strait Islander Child Placement Principle
4. Prepare, coordinate, and Convene Family Led Decision Making meetings and reviews with young people and their families including all stakeholders, support services, family members and other supports that the family identify.
5. Support young people referred to the program in accessing appropriate supports through provision of referrals and engagement with the services through avenues such as Care Team Meetings.
6. Assist Young people and families to develop family plans based on their agreed goals as part of the FLDM meeting, ensuring all parties sign off and agree to the family plan, safety plan and/or case plan.
7. Maintain positive working relationships with service providers to enable best outcomes and ongoing support for clients during and after exiting the service, including working within agreed timeframes
8. Adhere to all reporting requirements and participate in organisational and community activities to advance the social, health and wellbeing of Aboriginal and Torres Strait Islander people.
9. Work within Wuchopperen's Policies and Procedures including the Staff Code of Conduct and the Work Health and Safety requirements and contribute to continuous improvement processes to ensure compliance with relevant standards and safe, effective service delivery.
10. Other duties as required, within your skills, experience and capacity.

Core Capabilities

Assessment of merit for this role will be based on the knowledge, skills and experience, potential for development and personal qualities. The competencies listed below are considered to be the most critical for success in this role.

For applicants to be successful in this role, they should demonstrate:

1. Demonstrated ability and experience in case management with a focus on the development of case plan in line with Family Led Decision Making principles
2. Knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures from an historical and contemporary perspective, including the ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people.
3. Demonstrated knowledge of the Youth Justice Act 1992 or the ability to acquire this knowledge.
4. Extensively developed interpersonal and communication skills including the ability liaise with a range of stakeholders as well as effectively advocate for Aboriginal and Torres Strait Islander people.
5. Demonstrated ability to work independently and in a multi-disciplinary team environment, prioritise and meet deadlines, deal with matters of a sensitive and confidential nature.

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6. Demonstrated ability to meet and work within the core values and behaviours of Wuchopperen.

Other Requirements

- Tertiary Qualifications in Community Services or in a similar field or demonstrated extensive experience working within similar roles with experience deemed equivalent by Wuchopperen.
- It is a condition of employment in this role for the employee to be, and remain, vaccinated against measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough) and hepatitis B
- It's a mandatory condition of employment for the employee to be vaccinated against COVID-19. Evidence of two vaccinations must be provided before employment is confirmed.
- The Youth Participation Convenor is an **Identified** position. It is a genuine occupational requirement that an *Identified* position be filled by an Aboriginal person or Torres Strait Islander person, as permitted by and arguable under section 25, 104 and 105 of the *Queensland Anti-Discrimination Act (1991)*.
- Please provide **one (Aboriginal and/or Torres Strait Islander) written reference from a referee** who can confirm that you are of Aboriginal and/or Torres Strait Islander descent, you identify as Aboriginal and/or Torres Strait Islander person and an Aboriginal and/or Torres Strait Islander community accepts you as an Aboriginal and/or Torres Strait Islander person.
- It is a condition of employment that all employees are holders of a current and valid 'blue card' or Working with Children Check. This is at your cost. Employment cannot continue or commence if you do not have a 'blue card' or if your 'blue card' is withdrawn or is disqualified.
- Possession of a current CPR certificate or commitment to obtain within the first six weeks of employment is essential.
- Possession of a current Queensland "CA" class driver's licence is essential.
- Commitment to work within the principles of Aboriginal and Torres Strait Islander community control including a willingness to develop the leadership of Aboriginal and Torres Strait Islander staff.
- Ability to use Microsoft products and the ability to use or willingness to gain proficiency in the client information management systems.

How to apply:

Please submit the following for the panel to assess your suitability. Applications which do not meet these requirements will not be considered.

- Your **resume**, including a comprehensive employment history, your qualifications and the contact details for at least two referees (one should be your current supervisor)
- A supporting **cover letter** of no more than two pages, outlining your experience, skills and knowledge that are relevant to the advertised role. Your written response must

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reflect the competencies outlined in core capabilities.

- Identified reference with application

Additional information:

- A non-smoking policy is effective in Wuchopperen's buildings, offices and motor vehicles on all Wuchopperen grounds, across all sites.
- Wuchopperen has a six (6) month probationary period for new employees.
- Employees may be required to work outside of core business hours from time to time.
- Demonstrated commitment to ongoing self-development with a focus on qualifications/skills upgrade.
- Applications must be received by 5 pm on the closing date and can be emailed to recruitment@wuchopperen.org.au