

Position Title:	Youth Services Coordinator	Position Grade:	SCHADS level 6
Department/Division:	Youth Services & Community		
Reporting to:	General Manager, Youth Services & Community		
Position summary/purpose:	<p>drummond street is contracted by the City of Melbourne (CoM) for the delivery of youth services across the CoM municipality. the drum youth service delivers responsive, intentional and evidence-based programs. Our activities are delivered within a public health framework, focusing on prevention and early intervention. These efforts strive to build and enhance the innate resilience of young people, their families and communities <i>and</i> to increase protective factors present in their communities. Our programs are open to <i>all</i> young people but assertively engage young people experiencing 'marginalisation' and/or discrimination. Our service prioritises and seeks to assertively engage First Nations young people, young people of colour, public housing residents, international students and/or those identifying as LGBTQI+.</p> <p>As the Coordinator you will have leadership responsibilities for the activities delivered on public housing estates in CoM. You will ensure our service model remains unique and innovative. That our programs are co-designed and respond to local young people and we meet our contractual requirements. You will support youth practitioners and a senior youth practitioner to plan, deliver, promote, evaluate term based and school holiday programs, as well FreezA Funded VoiceFest and Engaged funded- Only in the Fam. You will lead efforts to realise a youth space at the North Melbourne Community Centre.</p>		
Key Responsibilities			
<p>Community Development & Youth Participation</p> <ul style="list-style-type: none"> • Lead and monitor best practice across a team that assertively engages smaller and emerging populations with specific needs, including those considered socially marginalised or resource poor to lessen the impact of social exclusion • Leads and ensure accountability for best practice in program design, delivery and evaluation across the public health spectrum, including health promotion and prevention, early intervention, as well as tertiary services and programs and activities that support recovery and connection • Coordinate a team delivering programs to build therapeutic relationships with young people through engagement activities and translating this into pathways for support (such as counselling and case management) into support by increasing their confidence and willingness to access services, including case management • Ensure the youth and community team are active and intentional in their work. And that this is done within a risk and protective framework to support young people's and their community's goals and aspirations. <p>Program Design and Delivery</p> <ul style="list-style-type: none"> • Leads and coordinate the Youth and Community team to co-design and co-deliver high quality, intentional and evidence based/informed programming for young people and their families • Lead and contribute to a culture in the Youth and Community team that: identifies the needs of young people via consultation; uses research to inform program planning to develop and implement activities promoting health and wellbeing • Coordinate and deliver psycho-social and skills-based activities young people, including those experiencing marginalisation and social disadvantage • Ensures that Youth and Family Practitioners develops and implements individual case plans based on sensitive assessment, in collaboration with the client, consistent with ds' whole-of-family approach. <p>Networking and Partnerships</p> <ul style="list-style-type: none"> • Initiate, engage and build network with a range of external health, social services and educational providers for the purpose of making appropriate client referrals or conjoint work where required, and to market and promote agency programs. 			

- Work collaboratively with other services to identify and address services gaps and client needs and promote this across the youth and community team
- Identify and support the development of new business opportunities, partnerships and relationships that support the operations and the mission and aims of the wider agency

Leadership

- Leadership to ensure Child Safety and cultural safety is a clear focus within the Youth and Communities team
- Facilitating a culture of high performance by providing inspired, supportive supervision and resourcing, coaching and mentoring of students, volunteers and staff
- Contribute to operational planning that assists the individual, team and organisation to achieve program outcomes, targets and KPIs as per contractual agreements
- Adapting or developing new systems, policies and procedures that comply with government funding requirement, relevant legislations and compliance with contractual obligations and revision of existing systems, policies and procedures
- Development and coordination of policies and practices that centre psychosocial safety and wellbeing in all our activities
- Ensuring the Youth and Communities team to adhere to requisite organisational procedures and standards
- Contribute to the development of budgets, responsibility for managing budgets in accordance with appropriate financial, program and financial delegations

Research and Evaluation

- Take leadership in supporting the youth and community team to design and implement research, monitoring and evaluation activities including assisting young people to participate such activities.
- Ensure youth and community team undertake data collection, recording and analysis and report writing.

Key Competencies/Skills		Experience Profile (incl Qualifications)
Competency	Technical/Functional	
<ul style="list-style-type: none"> • Creative, flexible and solution focused • Self-awareness, professionalism and social justice values • Leadership & team work • Communication • Professionalism • Governance and compliance 	<ul style="list-style-type: none"> • Program/Activity management, design & delivery skills • Governance and compliance including risk management, service standards • Strong communication skills • Community & inter-agency relationships skills • Culturally awareness competencies • ITC skills including social media & digital platform 	<ul style="list-style-type: none"> • Youth Work, Social Work, Psychology, Counselling or another relevant qualification • Minimum 3 years experience in the coordination or leadership of programs for young people the drum assertively engages • Minimum 3 years' experience in supervising and coordinating the work of others/ and providing leadership in youth programs • Youth-focused, family-aware and inclusive practice • Demonstrated high level written, oral and interpersonal communication skills
Decision Making Authority		Position Dimensions
<ul style="list-style-type: none"> • Supervision of Senior youth development practitioners, youth development practitioners, youth & family practitioners and less experienced staff and students to ensure contractual requirements are met • Responsible for practice quality, including risk management plans, strategies and reviews across all areas of operational responsibility. • Clear direction to case interventions in the context of assessment and case planning 		1 EFT <ul style="list-style-type: none"> • Drivers license • Hours of work are between 10am and 8pm • There is a requirement for occasional weekend work • Based in inner-city Melbourne, including sites in Carlton, North Melbourne, Kensington, Richmond & Collingwood