



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Remote Alcohol and Drug Interventions and Outcomes (RADIO) Cape York and Torres Region Youth AOD Coordinator</b>
<b>Reports to:</b>	Manager
<b>Classification:</b>	SCHADS Award 7 (Full-Time 38 hrs p/w)
<b>Goal of Position:</b>	Coordinate the delivery of Remote Alcohol and Drug Interventions and Outcomes (RADIO) youth alcohol and drug treatment services in the Cape York and Torres Region.
<b>Vision:</b>	Youth <b>empowered</b> towards independence
<b>Mission:</b>	To provide a community-based, empowering, supportive, responsive and healing environment that meets the needs of vulnerable young people through the provision of holistic services that foster social, emotional, spiritual and physical well-being.
<b>Clients:</b>	Young people aged 12 to 25 years in the Cape York and Torres Regions who require supports to reduce, cease or become safer with their use of alcohol and drugs.
<b>Key stakeholders:</b>	<ul style="list-style-type: none"><li>• Vulnerable young people</li><li>• Community agencies and other stakeholders in Cape York and Torres Regions.</li><li>• North Queensland Primary Health Network</li><li>• Queensland Network of Alcohol and other Drugs Agencies</li><li>• Dovetail</li><li>• James Cook University</li></ul>
<b>Our service practice principles:</b>	<ul style="list-style-type: none"><li>• Empowerment</li><li>• Social justice and human rights</li><li>• Accessibility and Acceptance</li><li>• Trauma informed</li><li>• Compassion and care</li><li>• Integrity and respect</li><li>• Harm minimisation</li><li>• Learning and changing</li><li>• Community focused</li></ul>
<b>Information for Applicants:</b>	<p>Applicants are request to provide a letter of application and current resume with the names of two professional referees / current or previous supervisors.</p> <p>Applications can be emailed in <u>word format</u> only to: <a href="mailto:genevieve@yeti.net.au">genevieve@yeti.net.au</a> or posted to:</p> <p>The Manager (Private &amp; Confidential) Youth Empowered Towards Independence PO Box 172 Bungalow 4870</p> <p>Applications close 4pm 1<sup>st</sup> of July.</p>

**Primary /****Responsibilities:**

1. Coordinate the development and delivery of RADIO, a youth alcohol and drug treatment program for young people in Cape York and Torres Region.
2. Work with local community agencies in Cape York and Torres Regions to develop and support subcontracting arrangements for service delivery.
3. Provide capacity building support (including training, mentoring and clinical support) to youth AOD workers employed in local Cape York and Torres services.
4. Manage the RADIO database and provide database training to all youth AOD workers employed in local Cape York and Torres services.
5. Undertake a senior practitioner role and provide clinical guidance to all RADIO workers in relation to youth AOD practice issues.
6. Liaise with non-government and government organisations (e.g.,NQPHN, Queensland Health, community controlled organisations, businesses, schools etc.) as required.
7. Undertake travel to remote communities on a regular basis to work with partner agencies.
8. Undertake all program reporting associated with the project, including development of project plans and quarterly reports.
9. Provide secretariat support to the Evaluation team and Steering Committee associated with the project.
10. Be familiar with YETI's Policies and Procedures and participate in the planning, development and maintenance of standards, policies, procedures and other therapeutic documents.
11. Actively participate in training and professional development activities and promote methods of service delivery which are based on contemporary, evidence-based, best-practice.
12. Planning, managing and organising own work and setting of priorities.
13. Support and participate in the Executive Management Team at YETI and assist the Manager and Finance and Administration Manager in decision making and planning.

**SELECTION CRITERIA**

- 1 Educational qualifications relevant to clinical AOD treatment (i.e., psychology, social work, nursing etc.) and experience working with vulnerable young people.
- 2 Experience working with young people from Aboriginal and Torres Strait Island backgrounds.
- 3 Experience undertaking assessment, treatment, case planning and care coordination to clients with complex needs.
- 4 An understanding and commitment to the philosophies of harm minimisation, trauma informed frameworks and empowerment models.
- 5 Experience in capacity building, training and/or community development, preferably in rural and remote environments
- 6 High level organisational skills including the ability to set priorities, flexibility, time management, sound problem solving skills and ability to use word processing, email and the Internet.

**Conditions of employment:**

- 1 As per SCHCAD Award Level 7
- 2 Three months probationary period will apply.
- 3 a) Have current "Working with Children & Young People" Blue Card or conditional upon a positive notice of a "Working with Children & Young People" Suitability Check. (b) Also subject to a criminal history check.
- 4 Driver's license.