



POSITION DESCRIPTION

Position Title:	Day Program Coordinator
Reports to:	Manager & Senior Practitioner
Classification:	SCHCADS Award 4-5 (Part time – Full time 30-38 hrs p/w)
Goal of Position:	To coordinate the daily operations of the day program space that YETI provides to vulnerable young people in the Cairns region.
Vision	Youth empowered towards independence
Mission	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.
Clients	Vulnerable young people aged 10 to 25 years living in and around Cairns.
Key stakeholders	Staff at YETI Vulnerable young people Students with an interest to further their knowledge and skills in the youth sector. Organisations that work in partnerships with us: - Government, Aboriginal and Torres Strait Islander organisations; non-government organisations, volunteer agencies and businesses.
Our service practice principles	<ul style="list-style-type: none">• Empowerment• Social justice and human rights• Accessibility and Acceptance• Trauma informed• Compassion and care• Integrity and respect• Harm minimisation• Learning and changing• Community focused
Information for Applicants	Applicants are requested to provide a current resume with the names of two professional referees. All applicants are also required to respond to the six selection criteria in no more than three pages. Applications can be emailed in <u>word format</u> only to: jobs@yeti.net.au or posted to: The Manager (Private & Confidential) Youth Empowered Towards Independence PO Box 172 Bungalow 4870 Applications close 4pm Friday 26 th of January.
Primary / Responsibilities:	<ol style="list-style-type: none">1. Coordinate the day to day running of YETI's Day Program2. Manage the resource requirements for the Day Program (including weekly shopping, First Aid, organising art supplies etc.)

3. Create in-house and outdoor activities for young people and encourage their active participation.
4. Provide practical assistance to clients who are being case managed.
5. Play a key role in ensuring positive relations and safety in the Drop In Centre, including resolving and defusing conflict and providing mediation.
6. Supporting young people by undertaking outreach activities.
7. Be familiar with YETI's Policies and Procedures and participate in the planning, development and maintenance of standards, policies, procedures and other therapeutic documents.
8. Actively participate in training and professional development activities and promote methods of service delivery which are based on contemporary, evidence-based, best-practice principles that are consistent with current trends and standards within the sector.
9. Planning, managing and organising own work and setting of priorities.
10. Liaise with people in senior positions on a regular basis and perform reasonable duties as required by those officers.

SELECTION CRITERIA

- 1 Experience in coordination/logistics, creative, musical and/or artistic pursuits and/or management.
- 2 Experience or ability to coordinate the daily running of the drop in space including food ordering, cleaning, provision of activities, maintenance of first aid supplies, record keeping etc.
- 3 A relevant qualification or willingness to engage in a relevant qualification on commencement of employment.
- 4 Be a positive role model with strong communication skills, a non-judgemental attitude and have the ability to build rapport with young people with challenging behaviours and from diverse cultural backgrounds.
- 5 Ability to work independently with minimal direction as well as collaboratively within a multi-disciplinary team.
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 4-5
- 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.