

Closing Date:

**Close of business
Friday 4 August 2023**



Tauondi Aboriginal Corporation

1 Lipson Street
Port Adelaide SA 5015

PO Box 409
Port Adelaide SA 5015

Tel (08) 8240 0300
Fax (08) 8240 0786
www.tauondi.sa.edu.au

Application Kit

Recruitment Process

Tauondi has a **three-stage** recruitment process: application, interview and verbal referee report. At each of these stages, applicants are assessed.

<p>1. The application Once the applications have been received, they will be assessed by a panel to determine the shortlist for interview.</p>	<ul style="list-style-type: none"> • Applicants shortlisted will be contacted via telephone to arrange an interview. • Applicants not shortlisted will be notified via email.
<p>2. The interview The interview provides an opportunity for applicants to talk about their experiences and background relevant to the advertised position. The Interview usually last for approximately 30 minutes and will involve a panel of three interviewers.</p>	<ul style="list-style-type: none"> • Once the applicant has accepted the position, unsuccessful applicants will be notified via email.
<p>3. The Verbal Referee Report A referee report will be obtained for all applicants who are in serious contention for the position</p>	

How do I apply?

It is your opportunity to show the selection panel that you have the knowledge, skills, experience, and ability to do the job.

You should take the following steps when preparing your application:

1. Read the Position Description

Read the Position Description carefully as it includes key accountabilities and responsibilities and person specification required for the position.

2. Prepare your application

In your application, please include following documents:

- Cover letter:** write a brief cover letter introducing yourself, why you are applying for this position and summary of your professional experience
- Resume:** include your skills, education, employment history and two professional referees.
- Two professional referees:** include the names and telephone numbers of at least two work related referees who can comment on your work performance.


3. Send your application

Send your application using following methods

Via Email thr@tauondi.sa.edu.au

Via Post PO Box 409 PORT ADELAIDE SA 5015 – Attention to Tauondi HR

Late applications will not be considered.

	<h2>Youth Service Officer Position Description</h2>				MGR01	
	Prepared By:	Tadashi Nakamura	Issued	21/04/2023	Copy no	1
Authorised By	CEO	Replaces		Page	1 of 3	
Reason for Amendment	New position					

POSITIONS DETAILS	Youth Service Officer
LOCATION:	1 Lipson Street, Port Adelaide South Australia 5015
DEPARTMENT:	Training & Support
REPORTS TO:	Operations Director
DIRECT REPORTS:	NIL
EMPLOYMENT	Part-Time 0.8 FTE
CONDITIONS:	12-month contract. Key Performance Indicators will be reviewed quarterly. Prescribed Position
RELEVANT AWARD:	Social, Community, Home Care and Disability Services Industry Award 2010

KEY POSITION OBJECTIVES
<p>The Youth Service Officer (YSO) is a newly created position at Tauondi Aboriginal College (Tauondi). The YSO role will focus on the delivery of youth service to Aboriginal young people (12 – 24 years of age) with goal focussed intensive case management.</p> <p>The incumbent of this position will be to demonstrate a strong commitment to providing opportunities for people who are disengaged from education, employment and/or their communities.</p> <p>The ideal person for this role will have an established track record of high-quality youth service delivery to Aboriginal young people. You will be comfortable working in a KPI driven environment and have excellent communication skills with the ability to work with, and understand Aboriginal communities and cultures.</p>

KEY ACCOUNTABILITIES AND RESPONSIBILITIES
<p>1. Client Work</p> <ul style="list-style-type: none"> • Provide young people with goal focussed intensive case management; • Link and engage participants with education and the local jobs market; • Working with young people, their families, schools and Flexible Learning Options (FLO) providers to increase school attendance and attainment; • Provide and/or facilitate cultural mentoring and coaching to improve the cultural identity of young people; • Engage young people and their families in cultural activities; • Maintain a database, analyse data and reporting as per funding and service agreement. <p>2. Youth and Community Liaison</p> <ul style="list-style-type: none"> • Facilitating and maintaining effective consultation and working relationships with young people, community, schools and other stakeholders; • Promoting and marketing of the Youth Service programs, activities and other initiatives in collaboration with the stakeholders; • Providing relevant information, resources and advice on youth concerns, issues and trends to young people, community groups and other stakeholders as required; • Assisting and supporting youth and community groups with activities, events and projects where appropriate. <p>3. Internal Liaison</p> <ul style="list-style-type: none"> • Providing feedback in regard to youth needs, opportunities and trends;

- Facilitating staff awareness in regard to social issues impacting young people and families; and
- Providing relevant quarterly, operating/business progress reports, youth news, other data and documentation.

4. Other duties as agreed

The Employee shall perform the duties set out in the Position Description. These duties may be modified and updated by the Employer following agreement with the Employee.

PERSON SPECIFICATION

Skills & Knowledge:

- Advanced skills in Microsoft 365 or Office 365 suite of products
- Comprehensive understanding of Aboriginal and Torres Strait Islander cultures, protocols, practices and communities.
- Knowledge of youth sector issues of homelessness, mental health, juvenile justice, drugs and alcohol, school engagement and retention, and young parents

(Desirable)

- Knowledge of Tauondi’s vision, purpose and values in order to uphold and promote Tauondi ethos.

Previous Work Experience:

- 2+ years delivering youth services
- Experience with working with Aboriginal and Torres Strait Islander people
- Demonstrated experience in case management including assessment, planning, referral and advocacy

Personal Attributes:

- Excellent time management, ability to determine priorities, successfully manage simultaneous and competing projects to meet internal and external deadlines.
- Excellent organisational ability and initiative, including prioritising to meet deadlines.

Demonstrated and proven:

- Ability to work autonomously, while also being a strong team player.
- High level of verbal, listening and written communication skills.
- Establishing and maintaining effective relationships with a variety of internal and external stakeholders with the aim of creating awareness and promoting continuous improvement.
- Excellent interpersonal skills, demonstrated ability to interact professionally with diverse people.
- Ability to support, empower and skill others.
- Ability and skills in problem solving.
- Ethical and professional approach to employment.
- Highly motivated and the ability to work effectively in a team environment.
- Ability to work within an Aboriginal organisation.
- Attention to detail.
- Ability to maintain confidentiality.

Qualifications & Training:

- (Essential) Certificate IV in Youth Work or related field; or equivalent working experience
- (Essential) Current DHS Working with Children Check (or prepared to obtain).
- (Essential) Responding to Abuse and Neglect – Education and Care Certificate (or prepared to obtain).
- (Essential) Current SA Driver’s licence

VISION and VALUES

Vision statement

The trusted Aboriginal owned and run community organisation enabling Aboriginal people to thrive and reach their full potential through high quality training & development.

Values

- **TRUST** Building strong relationships
- **ACCOUNTABILITY** Being observable and authentic
- **UNIQUENESS** Offering exceptional learning experience
- **OPEN** Creating business for new ideas and opportunities
- **NETWORK** Growing community and stakeholder footprint
- **DIVERSITY** Valuing cultures through respectful engagement
- **INTEGRITY** Conducting business truthfully and ethically

KEY RELATIONSHIPS

Internal

- Reporting to Operations Director
- Aboriginal Youth
- Student Support Team (including Youth Service team)
- Administration Team

External

- Aboriginal community members
- Public and private Aboriginal and non-Aboriginal organisations
- Industry and Enterprises (employers)
- External stakeholders including schools, FLO providers, employment service providers

Acknowledgement

I..... acknowledge that I have been given a copy of this Position Description and that I have read and understand it.

Signed..... Date ____/____/____
(Employee)

Signed..... Date ____/____/____
(Manager)