



## Job Description

<b>Position Title:</b>	Youth Facilitator ATSI
<b>Reports to:</b>	Territory Co-ordinator
<b>Location:</b>	Darwin, Northern Territory
<b>Status</b>	Part-Time, Permanent
<b>Salary</b>	Schads 3.1 + Salary Sacrifice
<b>Hours</b>	22.8 hrs per week (3 days per week)

## POSITION STATEMENT

### Primary Purpose of the Youth Facilitator:

This (Aboriginal and Torres Strait Islander identified) Youth Facilitator role works alongside our NT CREATE Community Facilitators to deliver CREATE programs and services to Aboriginal and Torres Strait Islander children and young people with a care experience. Together, these roles inspire connection, empowerment and change through fun and creative methods of engagement designed to both increase young people's confidence and resilience and to strengthen their peer and community networks.

### Position Context and specific job requirements:

This Youth Facilitator position is focused on supporting the CREATE NT Team in the delivery of CREATE programs, including but not limited to the delivery of Speak Up Training, Youth Advisory Groups and Connection Events. The position will also involve supporting Aboriginal and Torres Strait Islander young people with a care experience to be involved with systemic advocacy across the Northern Territory.

This role is specifically identified for Aboriginal and Torres Strait Islander young people with a care experience.

This role will also provide support to the CREATE NT State Coordinator in their work to build and maintain strong local networks committed to improving the lives of Aboriginal and Torres Strait Islander children and young people in care.

## POSITION DESCRIPTION

### Key Responsibilities

#### Program Delivery

- Support the delivery of programs and events by CREATE in the Northern Territory; this includes but is not limited to the delivery of fun and engaging events, Speak Up Training, Youth Advisory Groups and Connection Events, as well as advocacy training, for Aboriginal and Torres Strait Islander children and young people with a care experience.
- Effectively promote CREATE programs, events and projects to ensure a high level of engagement from Aboriginal and Torres Strait Islander children, young people and the broader NT care provider community, particularly those providing services to Aboriginal children and young people.
- Ensure consistent program delivery in accordance with CREATE's policies and procedures and in line with the training manuals/training guidelines for programs.
- Support the delivery of CREATE training to sector stakeholders, including caseworkers.
- Support Aboriginal and Torres Strait Islander children and young people to engage in CREATE services to improve their skills, confidence and knowledge.
- Facilitation of Aboriginal and Torres Strait Islander young people's participation in public speaking events

#### Relationship Management

- Develop and maintain relationships with Aboriginal and Torres Strait Islander children, young people, carers and key community stakeholders.
- Model the key organisational values of participation, partnership, collaboration and learning.

#### Additional Responsibilities

- Participate in the development and distribution of CREATE promotional materials, in consultation with the Territory Co-ordinator and Marketing Manager.

### Key Relationships

#### Internal

- Territory Co-ordinator
- Senior Community Facilitator
- Community Facilitators

#### External

- Aboriginal and Torres Strait Islander children and young people with a care experience
- Territory Families, Northern Territory Government
- Sector partners
- Aboriginal and/or Torres Strait Islander organisations and communities across the Northern Territory

#### Organisational Citizenship and Teamwork

- Demonstrate an active, dedicated commitment to the CREATE Mission, Vision and Core Principles.
- Actively seek to understand, represent and support CREATE's vision, strategic direction and company position to all stakeholders, internally and externally.
- Ensure a high level of confidentiality and integrity; liaise with stakeholders in a professional, respectful and constructive manner.

- Actively contribute to an environment of personal and physical safety for all staff, visitors and young people (incorporating company guidelines including OHS, discrimination and harassment, etc).
- Participate in national CREATE initiatives, projects and events.

### Key Result Areas

- Meet all program specifications and requirements
- Connect with and engage high numbers of Aboriginal and Torres Strait Islander young people with a care experience
- Develop effective working relationships with internal and external stakeholders
- Advocate effectively for and with Aboriginal and Torres Strait Islander children and young people
- Provide a high level of support to deliver consistent, quality programs and activities for Aboriginal and Torres Strait Islander children and young people and key stakeholders
- Keep accurate records and statistical data
- Interpret, implement and adhere to organisational policy and procedure
- Effectively support staff and monitor performance against KPI's
- Participate actively in organisational initiatives

## SELECTION CRITERIA

### Key Criteria

- Minimum of Grade 10 high school qualification
- Aged 18 and over
- Current working with children's check or willingness to obtain a working with children's check prior to appointment to this position
- Good computer literacy skills
- Experience with out-of-home care system
- Aboriginal and Torres Strait Islander young person, preferably from the NT

### Please address the below Selection Criteria and forward with your Cover Letter, and CV/Resume'

1. An understanding of the needs of Aboriginal and Torres Strait Islander young people residing in out of home care. Experience in effectively engaging with Aboriginal young people to provide them with opportunities to reach their full potential.
2. An understanding of the out-of-home care system in the NT.
3. Demonstrated high level communication skills including use of written and verbal communication skills, especially with regards to engaging Aboriginal and Torres Strait Islander young people via telephone and new media technology approaches, and particularly for those young people for whom English is not their first language.
4. Demonstrated ability or strong willingness to learn the requirements to facilitate, promote and evaluate programs and events for Aboriginal and Torres Strait Islander young people including workshops, training and connection events.
5. Demonstrated ability or strong willingness to learn, to manage a variety of tasks, collect appropriate information as needed and prioritise workload.

6. Completed a minimum of Grade 10 high school qualification.

Forward applications via email to [aislinn.hegarty@create.org.au](mailto:aislinn.hegarty@create.org.au) by 5pm, 17<sup>th</sup> September 2018. Applications must include a current resume and **brief response to the selection criteria**.