



JOB DESCRIPTION FORM	
POSITION DETAILS	
<b>POSITION TITLE:</b>	<b>Coordinator, Children and Youth Services</b>
<b>LOCATION:</b>	Starick House, Mary Smith and Outreach
<b>EMPLOYMENT CONDITIONS:</b>	Starick Services Incorporated Collective Enterprise Agreement 2016
<b>LEVEL:</b>	Social Community Home Care and Disability Services Award Level 7.1
<b>EMPLOYMENT STATUS</b>	Full-time
REPORTING RELATIONSHIPS	
<b>Position reports to:</b>	Manager of Services
<b>Positions reporting to this Position:</b>	Youth Workers x 2, Thriving Through Connection Youth Workers x 2, Strong Tomorrow Children's Counsellor x 3 Early Intervention Project students on placements
PURPOSE	
<p>Starick is an innovative, client focused organisation working across the continuum of prevention, early intervention, and crisis intervention to address the impacts of Family and Domestic Violence (FDV) and to create safer communities.</p> <p>Starick provides crisis accommodation, outreach services and holistic support to women and children escaping from Family and Domestic Violence (FDV). Our services are based in the eastern metropolitan corridor of Perth and include:</p> <ul style="list-style-type: none"> <li>• Crisis and accommodation services through our two refuges, Mary Smith and Starick House</li> <li>• Lead agency for the eastern metropolitan region Refuge Service System Emergency Response (RSSMER), providing a 24-hour emergency response for women and children escaping FDV, and ensuring a coordinated response to women and children at very high risk</li> <li>• Outreach services</li> <li>• Supported transitional housing</li> <li>• FDV Advocates based in police stations</li> <li>• Specialist children and young people's programs</li> <li>• Counselling</li> <li>• Prevention and community education.</li> </ul>	

Starick's operating frameworks are:

- FDV informed (Safe and Together and Response Based Practice)
- Trauma informed
- Strengths based
- Culturally sensitive
- Client focused
- Child Safe.

Starick is committed to ensuring a child safe environment and work practices.

### **Overview of Starick's Children and Young Peoples Program**

Starick recognises children and young people as primary victims of family and domestic violence (FDV) and as clients of our service in their own right. We work directly with children and young people, and partner with their mothers/carers to address the impacts of FDV on them and to support their safety, wellbeing and recovery.

Starick's specialist children's program comprises:

- Child Advocates in our two refuges
- Child Advocate (Outreach) for children and young people living in our transitional housing program
- Children's counselling, including refuge based and Communities for Children (C4C) program based in schools
- Thriving Through Connection, funded by Telethon and providing support targeted to young people aged 11 to 17 Years
- Frontline/Strong Tomorrow program providing support to Aboriginal young people
- An Early Intervention Program in partnership with Curtin University, providing allied health services through supervised student placements in our refuges and transitional housing programs.

### **Position Information**

Reporting to the Manager of Services, the Children and Young Peoples Program Coordinator works across Starick's children's programs to ensure that the needs of children and young people impacted by FDV are prioritised and that children accessing our services receive a high-quality service tailored to their needs.

The position provides:

- practice leadership for the children's program team to ensure an integrated and holistic approach, including program development, facilitating coordinated case planning and management, promoting reflective practice, and providing resources and support to support practice
- line management of the children's outreach positions, counsellors, youth workers (the refuge-based Child Advocates are line managed by the refuge managers)
- coordination of and providing task supervision of allied health students on placement in the early intervention program.

The Coordinator works in conjunction with the Coordinators of Refuge and Outreach Services and the Practice Lead to ensure a holistic and integrated service response, ensuring that mothers are partnered with in supporting their children's safety, wellbeing and recovery.

Duties include but are not limited to:

- Overseeing the daily operations and providing daily supervision of the Outreach, Children's Counselling, Thriving Through Connection, Strong Tomorrow and Early Intervention projects.
- Convening and facilitating team meetings of children and youth program staff
- Developing, implementing and evaluating children and young people's initiatives and programs that meet identified need
- Ensuring that children and youth services are culturally safe and inclusive.
- Increasing meaningful engagement and participation of children and young people in line with the Child Safe Principles
- Contributing to reporting and accountability requirements including Annual and Board reports, data collection and analysis, and progress reports to funding bodies
- Ensuring continuous improvement of processes and initiatives.
- Working as part of the Starick leadership team to ensure integrated and holistic, and high-quality services.

## COMPETENCY PROFILE

### Knowledge

- Well developed knowledge of family and domestic violence issues and the impact of violence on children and young people, and on family functioning.
- Knowledge of child and youth development and the impacts of violence and trauma on children.
- Knowledge of early intervention strategies for children and young people, including individual and group interventions.
- Knowledge of the family and domestic violence service system.

### Skills

- Ability to work with children and young people and to develop programs and services that are developmentally appropriate, culturally safe and inclusive.
- Experience in managing a diverse staff team.
- Conceptual skills to translate research and evidence into practice.
- Excellent organisational skills, ability to multi-task and organise others.
- Highly developed interpersonal skills, including the ability to relate effectively to senior staff in government, academic and non-government organisations and build relationships with key stakeholders.
- Excellent oral and written communication skills.
- Ability to exercise discretion when dealing with confidential information and sensitive issues.
- Budget management.
- Proficient with IT applications, including Outlook, Word, Excel and PowerPoint.

## SELECTION CRITERIA

### Essential:

- Knowledge of family and domestic violence and the gendered drivers of violence.
- Knowledge of child and youth development and the impact of family and domestic violence and trauma on children and young people.
- Demonstrated experience in coordinated case management and supporting reflective practice.
- Demonstrated experience in program management and reporting on project outcomes.
- Experience in leading teams to achieve agreed outcomes. Experience in successfully working with a range of stakeholders.

### Desirable:

- Experience in monitoring and evaluation of projects.
- Knowledge/experience of the children and youth sector and referral pathways.

## REQUIREMENTS

- Qualification is a relevant discipline such as social work, community services, children's services, youth work or a minimum of 5 years' experience in a similar position
- Relevant experience in a similar role.
- A national police clearance.
- A working with children clearance.
- A current WA Drivers Licence.

## CERTIFICATION

The details contained in this document are an accurate statement of the responsibilities, competencies and other requirements of the position.

CHIEF EXECUTIVE OFFICER NAME:

SIGNATURE:

Date:

As position holder I have noted the statement of the responsibilities, competencies and other requirements detailed in this document.

POSITION HOLDER NAME:

SIGNATURE:

Date: