



KORNAR WINMIL YUNTI - KWY

ROLE DESCRIPTION

1. Role details	
Job Title	Program Coordinator (YAFIN)
Start Date	As soon as possible
Program	Young Aboriginal Families in North (YAFIN)
Location	Metro Adelaide
Salary	SCHADS Award 6.1-6.3.
Job Status	Full-Time
Reports to	Senior Manager/ Director
2. ROLE CONTEXT	
<p>The Program Coordinator is responsible for providing direct support to the Practitioners within the Young Aboriginal Families in North (YAFIN) program. The Program Coordinator will lead a specialised early support service for young, first-time parents of Aboriginal children living in Northern suburbs of Adelaide. The service aims to prevent the removal of Aboriginal infants and provides support for families from pre-birth to their child becoming two years of age.</p> <p>The service will be required to work well with families who are facing multiple complex challenges, and who without intensive support are likely to find it very hard to keep their family and baby safe and well. It is to provide a direct service to families, and work with them to connect with other services, as well as to community support and culture.</p> <p>KWY will lead a Collaborative Service Design process to bring together knowledge and experience of community and other stakeholders across government and non-government sectors to develop and refine the Young Aboriginal Families in the North (YAFIN) program. The service model stages and components will be further developed by the KWY in partnership with Department for Human Services during the Collaborative Service Design Phase.</p>	



The Program Coordinator is expected to contribute to broader organisational responsibilities when required. The Program Coordinator is also responsible for the day-to-day liaison with staff and clients relevant to the delivery of the program. This is a role that requires a self-driven individual with extensive experience in the child protection Systems, domestic family and sexual violence, health (maternal infant health) and mental health, homelessness, child development, Aboriginal parenting practices, early childhood and education, disability. You will provide ongoing support, supervision, and guidance to team members to ensure the delivery of high-quality programs that provide positive outcomes for clients.

In addition, the Program Coordinator will work closely with the Senior Manager/ Director on community and service consultation for service design and implementation, ongoing assessing and allocating referrals, case planning and safety plans, facilitate multi-agency meeting, ensure program is meeting KPI's, and contributing to reporting, including reporting any emerging issues and trends.

The position is subject to funding and performance appraisal. The appointee will be in metropolitan Adelaide and surrounding areas.

3. ESSENTIAL CRITERIA

- Relevant qualifications or experience in leading teams within the community services sector.
- Demonstrated knowledge and understanding of working with Aboriginal and Torres Strait Islander families and communities in the community sector.
- Expertise in Aboriginal maternal infant health care, child rearing, and kinship practices.
- Experience of working with government statutory systems in relation to high-risk infants and unborn child concerns.
- Expertise in early intervention supports to keep Aboriginal Torres Strait Islander out of the child protection system.
- Strong leadership and people management skills for multidisciplinary teams.
- Proven ability to motivate, delegate, and supervise staff with effective collaborative leadership and structured supervision.
- Adaptability to changing circumstances and ability to work under pressure and to deliver timely and effective solutions.
- Excellent oral and written communication skills and effective communication with internal and external stakeholders.



- Strong abilities in administration, consultation, and stakeholder relationship management.
- Demonstrated knowledge and experience in trauma-informed practice and the ability to support staff working from a trauma-informed approach.
- Experience delivering case management for people from complex backgrounds and strong computer skills and capacity to learn client data systems.
- Experience in responding proactively to internal and external crises and be solution focused.
- Current South Australian driver's licence and willingness to drive a work vehicle.
- Current or willingness to obtain Child Safe Environments Training (Through Their Eyes).
- Current DHS Working with Children Check, willingness to obtain Working with Vulnerable Persons Check and National Police Check

4. ROLES AND RESPONSIBILITIES

Direct Service Delivery	<ul style="list-style-type: none"> • Work collaboratively with KWY staff and consumer groups and services within the service sector. • Contribute to the leadership of the KWY Aboriginal Workforce and Strategic Groups • Work under the direction of the Operations Manager with the development of relevant programs • Assess risk along with providing case direction and support to staff. • Provide line supervision, and develop professional development plans, provide performance reviews and management plans where required. • Responsible for the day-to-day program operation and reporting issues as they immerge. • Responsible for staff timesheets, monitoring staff's hours of work and leave requirements. • Participate in recruitment and the onboarding of staff. • Advocate on behalf of individuals and liaise regularly with other service providers. • Be able to audit and provide support to staff on case noting.
Team Member	<ul style="list-style-type: none"> • Sets and maintains high standard of teamwork • Maintain team boundaries and confidentiality in a professional manner.



	<ul style="list-style-type: none"> • Displays a commitment to open communication. • Completes assigned tasks on time and to a high standard. • Takes responsibility for own work. Manages own workload and workflow to achieve the position's purpose
Administration and Record Keeping	<ul style="list-style-type: none"> • Keeps all necessary records in accordance with KWY policies and procedures. • Assists in the production of reports regarding program progress and results. • Prepare for and actively participate in regular supervision sessions and professional development and training. • Collect client data in keeping with professional and organisational standards. • Provide timesheets, travel logbook, worker expenses and other administration data according to organisational policy and procedures. • Work within budget parameters for worker expenses, petty cash, and mobiles phones. • Undertake other administrative and office management tasks as required. • Practice self-care strategies and apply safety procedures in all work practices.
Stakeholder Engagement	<ul style="list-style-type: none"> • Attend sector meetings and drive the referrals. • Build relationships with stakeholders. • Conduct consultation with a variety of stakeholders and staff. • Establish and maintain open and effective communication channels and working relationships with management and stakeholders. • Undertake specific tasks allocated by your Line Manager relating to the promotion of the service and the enhancement of the partnership between the team and key stakeholders.
Reporting	<ul style="list-style-type: none"> • Submitting high quality reports as required. • Ensure that all client contact and engagement is appropriately documented and recorded on the data management system. • Ensuring program KPI's are being achieved and reported for funding requirements.
Contribute to organisational culture	<ul style="list-style-type: none"> • Actively participate and contribute to responsible and safe work practices. • Embrace diversity and cultural differences in the workplace.



	<ul style="list-style-type: none"> • Be aware of Aboriginal cultural practices and/or differences and seek cultural consultation to promote inclusive practice. • Attend cultural supervision. • Identify personal learning needs and give feedback on the service including the identification of gaps and areas for improvement. • Contribute to the development and maintenance of a positive, supportive, and collaborative team environment. • Follow the direction of and have an open line of communication with line management. • Understanding and adhering to all KWY policies and procedures.
Other	<ul style="list-style-type: none"> • Participate proactively in team project initiatives. • Participate in project groups and attend events such as expos from time to time. • Other duties as required.
7. KWY Staff are required to work in accordance with the legislative and professional requirements including:	
<ul style="list-style-type: none"> • Children and Young Persons (Safety) Act 2017 • Government of South Australia-interagency Code of Practice 2001 • Professional Practice Standards consistent with the area of practice 	