

Home Stretch WA - Coordinator – Generic JDF

Your title:	Coordinator	Who you report to:	Manager, Home Stretch WA
How you contribute to the bigger picture	<p>The Home Stretch WA Model was co-designed with young people, Aboriginal community and the broader system that supports young people transitioning from Out-Of-Home-Care. As one of the first services providing Home Stretch in WA, you will play an important role in establishing a better service system for young people transitioning from Out-Of-Home-Care to interdependence.</p> <p>As a Home Stretch WA Coordinator, you will be responsible for leading and supporting the Home Stretch WA team to deliver high quality support services to young people aged 17-21, transitioning from Out-Of-Home-Care to independent living and adulthood.</p> <p>This will include:</p> <ul style="list-style-type: none"> • Working in close collaboration with key stakeholders, ensure that the Home Stretch WA service provides coaching and support while catering to the changing needs of young people aged 17 -21 years • Evaluating the roll-out of Home Stretch WA and providing information and feedback on required changes to achieve the best outcomes for the young people engaged with the service • Working in a trauma informed and culturally secure way, ensuring the right to self-determination drives the team's practice, while promoting the wellbeing of young people <p>As a leader, you will guide others towards a high-performance culture that is underpinned by the purpose, vision and values of the organisation.</p>		
What you need to do (your key responsibilities)	<p>Service Delivery</p> <ul style="list-style-type: none"> • Work with the organisation's management, the Home Stretch Community Of Practice and Department of Communities to develop referral and intake processes, policy and practice frameworks and staff training programs and guidelines • In collaboration with the Home Stretch WA Community Of Practice, provide training and onboarding support to the Home Stretch WA team to ensure the integrity of the model and its underpinning principles are embedded in the team's way of working with young people • Ensure adequate resourcing is in place across the service to support Transition Coaches to meet young people's needs • Liaise with community agencies to support young people sourcing and transitioning to safe, stable housing options • Support the Home Stretch WA team to support young people to: <ul style="list-style-type: none"> ○ develop or maintain strong cultural connections ○ find and maintain appropriate education, training, and employment opportunities ○ find and maintain stable accommodation options ○ access services relevant to meet their individual needs ○ increase their knowledge and skills to transition to independence ○ access recreational and social networks in the community to build connectedness and social support 		

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	<ul style="list-style-type: none"> ○ access Invest in Me Brokerage Funding • Approve Brokerage Funding Applications for young people line with Invest In Me practice guidelines • Provide guidance and reflective practice support for Transition Coaches on Invest In Me Brokerage Funding in collaboration with the Home Stretch WA Community Of Practice • Track and monitor Invest In Me Brokerage spending and collect relevant administrative data in line with organisation policies and procedures • Provide support to staff to ensure they capture and record all required outcomes data • Deliver accurate information about Home Stretch WA to prospective young people and staff from other Department of Communities Out-Of-Home-Care service providers • Manage intake and allocations of referrals of young people to Home Stretch WA Transition Coaches <p>Leadership</p> <ul style="list-style-type: none"> • Lead and inspire your team, setting clear direction and ensuring performance expectations are met. • Lead staff and the service to achieve and maintain high standards. • Actively participate in the organisation's performance development process with information obtained from your day-to-day role. • Provide strong advocacy and support to young people and other stakeholders. • Communicate effectively with internal relevant internal stakeholders regarding significant service planning, development, staffing or other issues, to enable due consideration, identification of implications and effective resolution <p>Culture</p> <ul style="list-style-type: none"> • Demonstrate an understanding of contemporary issues in Aboriginal culture, in the context of kinship, community and the community services sector • Demonstrate an understanding of, and respect for, the principles of Aboriginal community controlled organisations • Observe and respect cultural protocols within the organisation. • Support the embedding of Home Stretch WA Model's approach to cultural practice across the program <p>Stakeholder engagement and relationship management</p> <ul style="list-style-type: none"> • Lead, develop and maintain respectful, supportive, collaborative, and responsive relationships with both internal and external stakeholders • Build and maintain relationships with leaving care team child protection works in each Department of Communities District office • Work respectfully and in partnership with key internal and external stakeholders, including: Leaving Care services; foster carers; broader community members; Home Stretch WA Community of Practice (Community Of Practice); Department of Communities' (Department of Communities) Home Stretch WA project team, Leaving Care team and other Department of Communities staff where necessary.
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	<ul style="list-style-type: none"> Collaborate with stakeholders to establish effective and efficient processes that improve young people's access to supports that enable their successful transition to adulthood Participate and contribute to the Home Stretch WA Community Of Practice forums, meetings, working groups and other stakeholder events <p>Collaboration</p> <ul style="list-style-type: none"> Attend and participate in team and staff meetings, including presenting cases for consultation and discussion Contribute to the development/improvement of effective systems and practice that will better support and enable young people to access the resources available to them. Maintain a strong commitment to the principles that underpin the service model and ensure that young people's experiences and expertise informs the refinement and continuous improvement of the program <p>Innovation</p> <ul style="list-style-type: none"> Assist in providing a high level of professional services, working to continuously improve the standard of service offered by the organisation Seek opportunities to develop and improve both the skills of the team members and the services provided Play an active role in the Community Of Practice, contributing new ideas and practice innovations to other Home Stretch WA providers <p>Administration</p> <ul style="list-style-type: none"> Comply with the organisation's policies, procedures, and guidelines Ensure records and case management data is maintained to the organisation's standards and meets legislative requirements Participate in emergency management and response duties Exhibits accountability, professional integrity, and respect consistent with the organisation's Values, Code of Conduct and Code of Ethics Other duties as required
Where and when you will be working	<ul style="list-style-type: none"> Organisation office/s Working hours are generally Monday – Friday office hours, however some after hours and weekend work may be required occasionally Regional and remote travel may be required
The standards you need to meet (your key performance indicators KPI's)	<ul style="list-style-type: none"> Manage the Home Stretch WA team to provide mentoring and coaching to young people Deliver services that support young people to develop skills, connections and self-confidence required to achieve independence and stable living arrangements Provide reflective practice supervision to Transition Coaches and the Staying On Facilitator to equip them to effectively perform their duties Participate in relevant training and workshops with Home Stretch WA Community Of Practice to implement and continuously improve the service model Track and monitor Invest In Me Brokerage Funding and provide reporting as required Track and monitor the collection and reporting of outcomes data

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	<ul style="list-style-type: none"> Ongoing collection of outcomes data and feedback from young people as part of evaluating the impact and success of the program and improving the service offer provided to each young person
What we're looking for in the right person	<p>Essential</p> <ul style="list-style-type: none"> Demonstrated knowledge and understanding of Aboriginal culture and the ability to work with Aboriginal young people, families and communities A thorough understanding of the barriers and difficulties facing Aboriginal young people with experiences of Out-Of-Home-Care Demonstrated experience in working effectively with at- risk and disengaged young people Demonstrated capacity to work flexibly and in a solutions-focused way Strong interpersonal and networking skills, particularly in aligning partnerships or working relationships with Aboriginal community members and services Ability to be innovative and flexible, work independently, demonstrate initiative and work effectively under pressure Demonstrated experience in program leadership and/or the implementation of new services Excellent written and verbal communication skills People management skills including motivating staff, providing feedback, delegating responsibility, and facilitating teamwork Experience in building positive relationships and communicating effectively with internal and external stakeholders with diverse backgrounds and abilities Comprehensive report writing skills <p>Desirable</p> <ul style="list-style-type: none"> Good understanding of alcohol and other drug use and dependence, mental health issues and support services. <p>QUALIFICATIONS AND LICENSES</p> <p>Essential</p> <ul style="list-style-type: none"> Qualification/s: Bachelor or Diploma qualification in Youth Work, Social Sciences or Human Services field and/or significant relevant experience [greater than 5 years] in a similar position. Criminal Record Screening Appointment: is subject to a satisfactory National Police Clearance. Appointment is subject to a satisfactory: Working with Children Check (WWC) WA. Appointment is subject to a satisfactory: Department of Communities (Department of Communities) Departmental Check (Departmental Record Check & Criminal Record Check). Licence: Current WA Drivers Licence and the ability to travel in response to organisational needs. This requirement will continue for the duration of employment in this position. First Aid: A current First Aid Certificate.

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Your work, health and safety responsibilities	<p>Your responsibilities as an employee include:</p> <ul style="list-style-type: none">• Taking reasonable care to ensure personal safety and health as well as the safety and health of other employees, clients, residents, visitors and contractors• Complying with, as far as practicable, all instructions given to ensure personal and other's safety and health• Proper use of any personal protective clothing or equipment supplied• Not misusing or damaging any equipment• Prompt reporting of any hazards or incidents/accidents to the Supervisor
Ongoing training and development	<ul style="list-style-type: none">• Initial requirement to undertake an Individual Learning Needs Assessment (ILNA) and then ongoing annual ILNA's• Participation in Home Stretch WA Community Of Practice ongoing relevant training and development requirements• Participation in ongoing supervision with your Line Manager.• Engages in own Performance Management with Line Manager• Participation in identified essential training• Actively participate in the organisation's performance development process with information obtained from your day-to-day role as the Home Stretch WA Coordinator, supervision and training already undertaken which will assist you and your Line Manager to identify any areas of professional development and future training needs