



QPASTT

Queensland program of assistance
to survivors of torture and trauma

Coordinator – Refugee Trauma Recovery with Children and Youth.

Who we are looking for!

We are looking for a coordinator who wants to nurture a team of counsellors and youth workers to ensure that QPASTT delivers the best possible services to children and youth.

We need someone who is passionate about recovery from trauma for children and youth from a refugee background. This also includes connection with a range of stakeholders including parents, carers, youth leaders and community leaders.

You will be a leader who is committed to supporting our clients to fulfill their aspirations. You will also be compassionate and courageous in managing a range of vulnerabilities experienced by our clients.

We value creativity, adaptability and the ability to keep up to date with fast changing social trends and intervention opportunities in the context of a busy team.

All of our leaders love our diversity and feel comfortable managing staff from a range of cultural and religious backgrounds.

You will be committed to QPASTT's vision, mission and values.

What can we offer you?

When you join QPASTT, you are getting more than just a job!

You are gaining the opportunity to be at the heart of an organisation which believes that healing is a human right.

You will be working with a group of people who really care about recovery from torture and trauma and want people from a refugee background to have the best opportunity to fully establish their life in Australia.

QPASTT Main Office

ABN: 50043097082

Address: 28 Dibley Street, Woolloongabba Qld 4102

Postal Address: PO Box 6254, Fairfield, Qld 4103

T: +61 (0)7 3391 6677 **F:** +61 (0)7 3391 6388 **E:** admin@qpastt.org.au

Coordinator

Refugee Trauma Recovery with Children and Youth

Job Selection Information

Job Title	Coordinator – Children and Youth Team
Level	Level 6 (\$87,477 to \$90,125). Ability to salary sacrifice applies.
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Hours	Full time (some out of hours work is required)
Location	Woolloongabba, however some travel to other QPASTT service locations may be required (Logan, Gold Coast, Toowoomba, Townsville and Cairns).
Leadership Team	Coordination of Services (COS) Team
Reporting to	Direct Services Manager
Why the position exists	Leadership and coordination of a high functioning team to deliver meaningful trauma recovery outcomes with children and youth through a range of intervention methodologies.
Core focus areas	<ul style="list-style-type: none"> • Coordination of therapeutic intervention with children and youth incorporating a range of modalities focused on refugee trauma recovery. • Coordination of crisis intervention as well as guidance with assessment and intervention for clients with complex presentations. • Coordination of individual and group intervention in schools. • Coordination of a range of targeted youth work intervention activities including a 3 day per week Homework Club and holiday programs. • Day-to-day operational management of program areas including contract compliance. • Team leadership and development including nurturing a positive and healthy work culture. • People management including a range of human resource management functions. • Partnership and stakeholder engagement with representatives from a variety of government and non-government agencies, parents, carers, community leaders and youth leaders. • Data analysis and reporting writing. • Contribution to QPASTT's strategic research as well as ongoing monitoring and evaluation of program level quality and impact. • Contribution to the collaborative management and leadership structure of QPASTT. • Representation of QPASTT at a range of external forums and interagency opportunities. • Supporting the work of other QPASTT teams when required.
Number of Direct Reports	8-10
Key Selection Criteria	<p><u>Essential</u></p> <ol style="list-style-type: none"> 1. Tertiary qualifications in a relevant discipline (degree level or higher) and eligibility for membership of relevant professional body (Psychology, Social Work, Occupational Therapy, Counselling). 2. Good conceptualisation and ability to articulate refugee trauma recovery frameworks especially related to children and youth.

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3. Experience in the delivery of recovery based services for children and young people including therapeutic counselling across a range of modalities, psycho-education, group work and community based activities.
4. Experience in operational management across both service delivery and staff management.
5. Experience in ensuring quality assurance across assessment, intervention and report writing (including the ability to write or edit expert mental health reports).
6. Capacity to manage internal and external networks and balance priorities between QPASTT and other agency priorities which are in the best interests of clients and communities.
7. Good skills in monitoring, evaluation and data analysis related to management of client services programs.

Additional Requirements

- Possession of a Blue Card or ability to acquire one.
- Possession of a National Police Clearance or ability to acquire one.
- Occasional travel (mainly to QPASTT service locations within Queensland).
- Occasional after hours work (such as representing QPASTT at a stakeholder or community event).
- Current Queensland Drivers License

In addition to the duties listed above all QPASTT staff are expected to:

- Respect and abide by the vision, mission and values of the organisation.
- Ensure that their conduct is consistent with provisions of the QPASTT Code of Conduct.
- Comply with the provisions of relevant QPASTT policies and procedures.
- Comply with the provisions of QPASTT's Workplace Health and Safety Framework including policies, procedures and safe work systems that relate to their role and QPASTT as a whole.
- Carry out general administrative functions related to their role and to the effective and efficient functioning of QPASTT as a whole. This includes the use of computer-based information and data systems.
- Be flexible and able to adapt to the changing environment in which QPASTT operates.
- Undertake other relevant duties as required.

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