

Position Description

1. POSITION DETAILS	
Position Title	Personal Coach
Company	
Location	Yarrabah
Reports to	Participation Support Team Leader
Supervises (if applicable)	
Position Type	Full Time
2. PURPOSE	
A brief over of the role	
<p>As a Personal Coach you will deal with each Participants on an individual basis and determine the proper strategy for their needs. General duties will include meeting Participants to discuss their needs and goals, develop strategies and plans, keep records of Participants progress, and adjusting Participants' goal strategies as needed.</p> <p>Some of the issues faced by Participants include Homelessness, drug & alcohol, Domestic Violence In this role you will be required to work closely with the Participation Support Officers, the Team Leader, Jobs & PPS Consultant and the Community Activities Coordinator.</p> <p>Engagement with stakeholders like the Yarrabah Leaders Forum, Yarrabah employers, the Elder's group, local schools, childcare, medical centres and the local Church will be critical to ensure the Participant has a clear pathway to achieving their personal goals.</p>	
3. PRIMARY RESPONSIBILITIES & KPIs	
Describe the key responsibilities and duties of the role	
<p>Engagement & Mentoring</p> <ul style="list-style-type: none"> • Develop and manage professional, relevant, engaging and effective relationships to the community, participants and stakeholders. • Arrange meetings with Participants on a regular basis depending on the Participants circumstances. • Engage Participants in on-going discussions about their individual goals. • Links to internal and external professional support organisations such as Gindaja, Occupational Therapists and Psychologists • Advise Participants on how to manage everyday tasks to help them gain independence and move forward in life • Work one-on-one or in small groups to help Participants with unique challenges to develop basic life skills • Assist Participants to implement difficult changes or adjustment in order for the Participant to meet their goals <p>Business Strategy & Performance</p> <ul style="list-style-type: none"> • Address individual issues to allow the Participant to effectively engage in the Yarrabah Employment Services Model. 	

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- For Participants not in education or employment the role will require close collaboration with the Participation Support Officers with a focus on addressing issues to allow the individual to be better prepared to work or commence in education or training.
- For Participants either in employment or education the focus will be working closely with the Jobs & PPS Consultant to ensure outcomes are achieved.
- Work closely with the Participation Support Officers and Team Leader, and other stakeholders, to drive performance.

Financial Management

- Monitor and maintain operational activity to meet budgetary requirements. This will involve creating and/or reviewing all Purchase Order Requisitions in relation to intervention and assistance expenditure before being sent to General Manager for approval.

Accountability

- Accept responsibility & accountability for assistance implemented by the organisation ensuring ownership of the actions, outcomes and strategy of engagement initiatives through clear and honest activities
- Maintain confidentiality and adherence to all organisational policies and procedures by self and all stakeholders and take action to address breaches when they occur.

Quality & Risk Management

- Ensure all legislative requirements associated with the interventions and assistance for Participants comply with Workplace Health and Safety, Privacy, and relevant Industrial Relations Laws.
- Undertake regular analysis of interventions and assistance to identify any potential risks to operations, outcomes or stakeholders.

Support Innovative Approaches

- Work with the General Manager (in consultation with the Participation Support Team Leader) and other stakeholders on the review, adjustment and implementation of appropriate interventions and assistance.
- Ensure continued promotion of all “the Entity” activities to promote and increase the image of the model through Good News Stories and other marketing activities in consultation with the general Manager

Reporting

- Monitor, evaluate, and collect data on participants progress and targeted skills
- Record data consistently and accurately in consonance with relevant guidelines
- Preparation & delivery of reports to General Manager and other stakeholders – including accurate Participant progress and status reports

Stakeholder Relationships

- Establish and maintain effective relationships (including attending any required meetings) with Traditional Owners, Community Leaders, Industry (employers), Education and training Providers and government agencies (where required). For example Yarrabah Leaders Forum, Yarrabah employers, the Elder’s group, local schools, childcare, medical centres, Yarrabah Aboriginal Shire Council and the local Church

Workplace Health & Safety

- Ensure all team members and operations adhere to requirements, policies and procedures in line with

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regulations and legislation as well as EEO and employment diversity principles and practices.

- Ensure 100% compliance with Workplace Health and Safety regulations, 100% of incidents and injuries are reported and corrective actions taken
 - Complete all necessary safe work method statements, site inspections, risk assessments and toolbox meetings for all activities and report on the completed risk assessment outcomes

While a representative of the duties and responsibilities of the role, this Employment Position Statement does not imply that these are the only duties to be performed. The employee may be required to follow any other lawful instructions and to perform any other duties reasonably requested and within the assessed skills of the employee.

4. KNOWLEDGE / EXPERIENCE / QUALIFICATIONS

What specific knowledge / experience / qualifications are required for this role

Essential:

- Strong communication (written and verbal), consultation, negotiation and leadership and coaching skills.
- Capacity and a willingness to undertake training and mentoring as required
- Experience and/or formal qualifications in guidance and counselling, or in relevant field such as Social Work
- Well-developed problem solving, research, conceptual, analytical skills with the ability to develop practical and forward thinking individualised plans and solutions.
- Sound understanding and experience in Australian Indigenous protocols, practices and affairs.
- A natural forward planner who critically assesses own performance.
- Driver's Licence (manual/open) and relevant Child Suitability Card or ability to get one.
- Skills in using Windows based software, Internet, Email.

5. EMPLOYEE ACCEPTANCE

I accept and understand the responsibilities and duties of this role

Name of Employee	
Date of Commencement	
Signature	
Date	