

Position Description  
**Development Manager – Youth Programs**

**KARINGAL VISION**

***‘To be the best provider of opportunities for people with disabilities’***

**Karingal** is a not-for-profit community organisation which is committed to providing services that enhance the lives of individuals. Our team takes pride in proactively supporting people with disabilities, disadvantages and those who are aged, to live full and active lives. We have services in Metropolitan and Regional areas throughout Victoria.

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**Participate**, a branch of Karingal Community Living is committed to the provision of high quality community based and individualised day services that support and promote community inclusion for people with a disability.

**Position Specifics**

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| <b>Position objective:</b>              | To provide effective leadership and management in the design, development and implementation of high quality creative, flexible and person-centred Youth Programs. This position is integral in achieving the best possible outcomes for young people with disabilities, both within the community and across our numerous sites and program areas. |
| <b>Reports To:</b>                      | Manager Participate   |
| <b>Division:</b>                        | Karingal Community Living   |
| <b>Branch:</b>                          | Participate   |
| <b>Primary Location:</b>                | East Geelong  |
| <b>Employment status:</b>               | Full-time (38 hours)  |
| <b>Probation:</b>                       | All positions are offered with a 6 month probationary period.   |
| <b>Classification &amp; conditions:</b> | Common Law Contract   |
| <b>Remuneration:</b>                    | Wages will be negotiated commensurate with experience and qualifications. An attractive salary package will be offered which includes a fully maintained company vehicle and access to salary packaging provisions. Superannuation is paid at 9%  |

## Position Responsibilities & Duties

### General

- Work collaboratively with the Participate Leadership Team to develop and implement all aspects of strategic planning and funding applications.
- Keep abreast of information, trends and legislation relevant to developing effective service delivery.
- Responsible for problem solving related to the day to day management of programs and activities across a number of sites.
- Complete in a timely manner, records and administrative requirements to ensure the smooth running of the branch, in accordance with Karingal policies, procedures and legislative requirements.
- Development and maintenance of community links / networks that lead to a range of opportunities to Participate's program members.
- Work with staff from other branches of Karingal in a collaborative approach to service delivery for individuals with disabilities.

### Youth Services

- Identify individual needs and interests through the development and review of person centred support plans and from these develop appropriate activity options.
- Develop behaviour support plans, as required
- Effectively work with program members and their families and / or carers to maximise independence, using person centred active support.
- Negotiate individualised funding needs with the Department of Human Services.
- Manage and support the WorkLinks program
- Provide a quality transition program for young people leaving the school system, including exploring of employment options if appropriate.

### People Management

- Manage, supervise and appraise designated co-ordinators and staff.
- Employ casual staff in consultation with other Development Manager and relevant co-ordinators.
- In consultation with the Manager, employ contract, part-time and full-time instructors in line with the budget
- Allocate activities to all staff.
- Provide effective leadership within a busy dynamic workplace to ensure a positive team environment.

### Information & Communication

- Communicate relevant information regarding Participate activities and programs to both internal and external stakeholders.
- Contribute and lead the strategic direction of Karingal and in particular, Participate.

### Professional Development

- Maintain personal knowledge and professional development activities to support the role.
- Complete training plan.
- Participate in networking activities.
- Participate in industry working groups as requested, both internal and external.
- Membership of relevant industry groups.

### Other duties as directed by Participate Manager

## Measurable Results & Outcomes

- All clients on caseload have a current support plan, in accordance with Karingal's client planning procedures.
- Activities are developed that meet the needs and interests of program members as identified in their individual plans and in line with DHS Quality Framework Life Areas and Outcomes Standards
- Services and activities are delivered within agreed budget requirements
- All records are kept up to date, including client files and file notes.
- Youth transition program is successful
- Worklinks meets its agreed performance objectives.
- Designated co-ordinators and staff have a yearly performance appraisal and regular supervision sessions.

## Key Selection Criteria & Skills/Attributes

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| <b>Essential:</b> | <ul style="list-style-type: none"> <li>▪ A relevant tertiary qualification and / or experience working with people with disability and youth, including those with behaviours of concern</li> <li>▪ Leadership experience</li> <li>▪ Staff management skills and experience</li> <li>▪ Community Development experience</li> <li>▪ The ability to think strategically and plan accordingly</li> <li>▪ An understanding of person centred planning and meeting individuals needs</li> <li>▪ Well developed communication skills</li> <li>▪ A Victorian Drivers license</li> </ul> |
| <b>Desirable:</b> | <ul style="list-style-type: none"> <li>▪ Experience and understanding of working within frameworks and funding body requirements</li> <li>▪ An understanding of the youth sector and how to work collaboratively with external stakeholders, including schools and youth service providers</li> <li>▪ Current First Aid qualifications</li> </ul>  |

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| <b>Contact person:</b>           | Leanne Napper – Participate Manager<br>(03) 5249 6132  |                        |  |
| <b>Closing date:</b>             | COB Friday 24 <sup>th</sup> September, 2010  |                        |  |

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| <b>Essential:</b> | <ul style="list-style-type: none"> <li>▪ A relevant tertiary qualification and / or experience working with people with disability and youth, including those with behaviours of concern</li> <li>▪ Leadership experience</li> <li>▪ Staff management skills and experience</li> <li>▪ Community Development experience</li> <li>▪ The ability to think strategically and plan accordingly</li> <li>▪ An understanding of person centred planning and meeting individuals needs</li> <li>▪ Well developed communication skills</li> <li>▪ A Victorian Drivers license</li> </ul> |
| <b>Desirable:</b> | <ul style="list-style-type: none"> <li>▪ Experience and understanding of working within frameworks and funding body requirements</li> <li>▪ An understanding of the youth sector and how to work collaboratively with external stakeholders, including schools and youth service providers</li> <li>▪ Current First Aid qualifications</li> </ul>  |

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| <b>Contact person:</b>           | Leanne Napper – Participate Manager<br>(03) 5249 6132  |                        |  |
| <b>Closing date:</b>             | COB Friday 24 <sup>th</sup> September, 2010  |                        |  |

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Position Description  
**Development Manager – Youth Programs**

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**Participate**, a branch of Karingal Community Living is committed to the provision of high quality community based and individualised day services that support and promote community inclusion for people with a disability.

**Position Specifics**

|   |   |
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| <b>Position objective:</b>              | To provide effective leadership and management in the design, development and implementation of high quality creative, flexible and person-centred Youth Programs. This position is integral in achieving the best possible outcomes for young people with disabilities, both within the community and across our numerous sites and program areas. |
| <b>Reports To:</b>                      | Manager Participate   |
| <b>Division:</b>                        | Karingal Community Living   |
| <b>Branch:</b>                          | Participate   |
| <b>Primary Location:</b>                | East Geelong  |
| <b>Employment status:</b>               | Full-time (38 hours)  |
| <b>Probation:</b>                       | All positions are offered with a 6 month probationary period.   |
| <b>Classification &amp; conditions:</b> | Common Law Contract   |
| <b>Remuneration:</b>                    | Wages will be negotiated commensurate with experience and qualifications. An attractive salary package will be offered which includes a fully maintained company vehicle and access to salary packaging provisions. Superannuation is paid at 9%  |

## Position Responsibilities & Duties

### General

- Work collaboratively with the Participate Leadership Team to develop and implement all aspects of strategic planning and funding applications.
- Keep abreast of information, trends and legislation relevant to developing effective service delivery.
- Responsible for problem solving related to the day to day management of programs and activities across a number of sites.
- Complete in a timely manner, records and administrative requirements to ensure the smooth running of the branch, in accordance with Karingal policies, procedures and legislative requirements.
- Development and maintenance of community links / networks that lead to a range of opportunities to Participate's program members.
- Work with staff from other branches of Karingal in a collaborative approach to service delivery for individuals with disabilities.

### Youth Services

- Identify individual needs and interests through the development and review of person centred support plans and from these develop appropriate activity options.
- Develop behaviour support plans, as required
- Effectively work with program members and their families and / or carers to maximise independence, using person centred active support.
- Negotiate individualised funding needs with the Department of Human Services.
- Manage and support the WorkLinks program
- Provide a quality transition program for young people leaving the school system, including exploring of employment options if appropriate.

### People Management

- Manage, supervise and appraise designated co-ordinators and staff.
- Employ casual staff in consultation with other Development Manager and relevant co-ordinators.
- In consultation with the Manager, employ contract, part-time and full-time instructors in line with the budget
- Allocate activities to all staff.
- Provide effective leadership within a busy dynamic workplace to ensure a positive team environment.

### Information & Communication

- Communicate relevant information regarding Participate activities and programs to both internal and external stakeholders.
- Contribute and lead the strategic direction of Karingal and in particular, Participate.

### Professional Development

- Maintain personal knowledge and professional development activities to support the role.
- Complete training plan.
- Participate in networking activities.
- Participate in industry working groups as requested, both internal and external.
- Membership of relevant industry groups.

### Other duties as directed by Participate Manager

## Measurable Results & Outcomes

- All clients on caseload have a current support plan, in accordance with Karingal's client planning procedures.
- Activities are developed that meet the needs and interests of program members as identified in their individual plans and in line with DHS Quality Framework Life Areas and Outcomes Standards
- Services and activities are delivered within agreed budget requirements
- All records are kept up to date, including client files and file notes.
- Youth transition program is successful
- Worklinks meets its agreed performance objectives.
- Designated co-ordinators and staff have a yearly performance appraisal and regular supervision sessions.

## Key Selection Criteria & Skills/Attributes

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### Youth Services

- Identify individual needs and interests through the development and review of person centred support plans and from these develop appropriate activity options.
- Develop behaviour support plans, as required
- Effectively work with program members and their families and / or carers to maximise independence, using person centred active support.
- Negotiate individualised funding needs with the Department of Human Services.
- Manage and support the WorkLinks program
- Provide a quality transition program for young people leaving the school system, including exploring of employment options if appropriate.

### People Management

- Manage, supervise and appraise designated co-ordinators and staff.
- Employ casual staff in consultation with other Development Manager and relevant co-ordinators.
- In consultation with the Manager, employ contract, part-time and full-time instructors in line with the budget
- Allocate activities to all staff.
- Provide effective leadership within a busy dynamic workplace to ensure a positive team environment.

### Information & Communication

- Communicate relevant information regarding Participate activities and programs to both internal and external stakeholders.
- Contribute and lead the strategic direction of Karingal and in particular, Participate.

### Professional Development

- Maintain personal knowledge and professional development activities to support the role.
- Complete training plan.
- Participate in networking activities.
- Participate in industry working groups as requested, both internal and external.
- Membership of relevant industry groups.

### Other duties as directed by Participate Manager

## Measurable Results & Outcomes

- All clients on caseload have a current support plan, in accordance with Karingal's client planning procedures.
- Activities are developed that meet the needs and interests of program members as identified in their individual plans and in line with DHS Quality Framework Life Areas and Outcomes Standards
- Services and activities are delivered within agreed budget requirements
- All records are kept up to date, including client files and file notes.
- Youth transition program is successful
- Worklinks meets its agreed performance objectives.
- Designated co-ordinators and staff have a yearly performance appraisal and regular supervision sessions.

## Key Selection Criteria & Skills/Attributes

|                   |  |
|-------------------|--|
| <b>Essential:</b> | <ul style="list-style-type: none"> <li>▪ A relevant tertiary qualification and / or experience working with people with disability and youth, including those with behaviours of concern</li> <li>▪ Leadership experience</li> <li>▪ Staff management skills and experience</li> <li>▪ Community Development experience</li> <li>▪ The ability to think strategically and plan accordingly</li> <li>▪ An understanding of person centred planning and meeting individuals needs</li> <li>▪ Well developed communication skills</li> <li>▪ A Victorian Drivers license</li> </ul> |
| <b>Desirable:</b> | <ul style="list-style-type: none"> <li>▪ Experience and understanding of working within frameworks and funding body requirements</li> <li>▪ An understanding of the youth sector and how to work collaboratively with external stakeholders, including schools and youth service providers</li> <li>▪ Current First Aid qualifications</li> </ul>  |

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| <b>Contact person:</b>           | Leanne Napper – Participate Manager<br>(03) 5249 6132  |                        |  |
| <b>Closing date:</b>             | COB Friday 24 <sup>th</sup> September, 2010  |                        |  |

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Position Description  
**Development Manager – Youth Programs**

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**Participate**, a branch of Karingal Community Living is committed to the provision of high quality community based and individualised day services that support and promote community inclusion for people with a disability.

**Position Specifics**

|   |   |
|---|---|
| <b>Position objective:</b>              | To provide effective leadership and management in the design, development and implementation of high quality creative, flexible and person-centred Youth Programs. This position is integral in achieving the best possible outcomes for young people with disabilities, both within the community and across our numerous sites and program areas. |
| <b>Reports To:</b>                      | Manager Participate   |
| <b>Division:</b>                        | Karingal Community Living   |
| <b>Branch:</b>                          | Participate   |
| <b>Primary Location:</b>                | East Geelong  |
| <b>Employment status:</b>               | Full-time (38 hours)  |
| <b>Probation:</b>                       | All positions are offered with a 6 month probationary period.   |
| <b>Classification &amp; conditions:</b> | Common Law Contract   |
| <b>Remuneration:</b>                    | Wages will be negotiated commensurate with experience and qualifications. An attractive salary package will be offered which includes a fully maintained company vehicle and access to salary packaging provisions. Superannuation is paid at 9%  |

## Position Responsibilities & Duties

### General

- Work collaboratively with the Participate Leadership Team to develop and implement all aspects of strategic planning and funding applications.
- Keep abreast of information, trends and legislation relevant to developing effective service delivery.
- Responsible for problem solving related to the day to day management of programs and activities across a number of sites.
- Complete in a timely manner, records and administrative requirements to ensure the smooth running of the branch, in accordance with Karingal policies, procedures and legislative requirements.
- Development and maintenance of community links / networks that lead to a range of opportunities to Participate's program members.
- Work with staff from other branches of Karingal in a collaborative approach to service delivery for individuals with disabilities.

### Youth Services

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### People Management

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## Position Responsibilities & Duties

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### General

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**Participate**, a branch of Karingal Community Living is committed to the provision of high quality community based and individualised day services that support and promote community inclusion for people with a disability.

**Position Specifics**

|   |   |
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| <b>Position objective:</b>              | To provide effective leadership and management in the design, development and implementation of high quality creative, flexible and person-centred Youth Programs. This position is integral in achieving the best possible outcomes for young people with disabilities, both within the community and across our numerous sites and program areas. |
| <b>Reports To:</b>                      | Manager Participate   |
| <b>Division:</b>                        | Karingal Community Living   |
| <b>Branch:</b>                          | Participate   |
| <b>Primary Location:</b>                | East Geelong  |
| <b>Employment status:</b>               | Full-time (38 hours)  |
| <b>Probation:</b>                       | All positions are offered with a 6 month probationary period.   |
| <b>Classification &amp; conditions:</b> | Common Law Contract   |
| <b>Remuneration:</b>                    | Wages will be negotiated commensurate with experience and qualifications. An attractive salary package will be offered which includes a fully maintained company vehicle and access to salary packaging provisions. Superannuation is paid at 9%  |

## Position Responsibilities & Duties

### General

- Work collaboratively with the Participate Leadership Team to develop and implement all aspects of strategic planning and funding applications.
- Keep abreast of information, trends and legislation relevant to developing effective service delivery.
- Responsible for problem solving related to the day to day management of programs and activities across a number of sites.
- Complete in a timely manner, records and administrative requirements to ensure the smooth running of the branch, in accordance with Karingal policies, procedures and legislative requirements.
- Development and maintenance of community links / networks that lead to a range of opportunities to Participate's program members.
- Work with staff from other branches of Karingal in a collaborative approach to service delivery for individuals with disabilities.

### Youth Services

- Identify individual needs and interests through the development and review of person centred support plans and from these develop appropriate activity options.
- Develop behaviour support plans, as required
- Effectively work with program members and their families and / or carers to maximise independence, using person centred active support.
- Negotiate individualised funding needs with the Department of Human Services.
- Manage and support the WorkLinks program
- Provide a quality transition program for young people leaving the school system, including exploring of employment options if appropriate.

### People Management

- Manage, supervise and appraise designated co-ordinators and staff.
- Employ casual staff in consultation with other Development Manager and relevant co-ordinators.
- In consultation with the Manager, employ contract, part-time and full-time instructors in line with the budget
- Allocate activities to all staff.
- Provide effective leadership within a busy dynamic workplace to ensure a positive team environment.

### Information & Communication

- Communicate relevant information regarding Participate activities and programs to both internal and external stakeholders.
- Contribute and lead the strategic direction of Karingal and in particular, Participate.

### Professional Development

- Maintain personal knowledge and professional development activities to support the role.
- Complete training plan.
- Participate in networking activities.
- Participate in industry working groups as requested, both internal and external.
- Membership of relevant industry groups.

### Other duties as directed by Participate Manager

## Measurable Results & Outcomes

- All clients on caseload have a current support plan, in accordance with Karingal's client planning procedures.
- Activities are developed that meet the needs and interests of program members as identified in their individual plans and in line with DHS Quality Framework Life Areas and Outcomes Standards
- Services and activities are delivered within agreed budget requirements
- All records are kept up to date, including client files and file notes.
- Youth transition program is successful
- Worklinks meets its agreed performance objectives.
- Designated co-ordinators and staff have a yearly performance appraisal and regular supervision sessions.

## Key Selection Criteria & Skills/Attributes

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|-------------------|--|
| <b>Essential:</b> | <ul style="list-style-type: none"> <li>▪ A relevant tertiary qualification and / or experience working with people with disability and youth, including those with behaviours of concern</li> <li>▪ Leadership experience</li> <li>▪ Staff management skills and experience</li> <li>▪ Community Development experience</li> <li>▪ The ability to think strategically and plan accordingly</li> <li>▪ An understanding of person centred planning and meeting individuals needs</li> <li>▪ Well developed communication skills</li> <li>▪ A Victorian Drivers license</li> </ul> |
| <b>Desirable:</b> | <ul style="list-style-type: none"> <li>▪ Experience and understanding of working within frameworks and funding body requirements</li> <li>▪ An understanding of the youth sector and how to work collaboratively with external stakeholders, including schools and youth service providers</li> <li>▪ Current First Aid qualifications</li> </ul>  |

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| <b>Contact person:</b>           | Leanne Napper – Participate Manager<br>(03) 5249 6132  |                        |  |
| <b>Closing date:</b>             | COB Friday 24 <sup>th</sup> September, 2010  |                        |  |

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Position Description  
**Development Manager – Youth Programs**

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| <b>Essential:</b> | <ul style="list-style-type: none"> <li>▪ A relevant tertiary qualification and / or experience working with people with disability and youth, including those with behaviours of concern</li> <li>▪ Leadership experience</li> <li>▪ Staff management skills and experience</li> <li>▪ Community Development experience</li> <li>▪ The ability to think strategically and plan accordingly</li> <li>▪ An understanding of person centred planning and meeting individuals needs</li> <li>▪ Well developed communication skills</li> <li>▪ A Victorian Drivers license</li> </ul> |
| <b>Desirable:</b> | <ul style="list-style-type: none"> <li>▪ Experience and understanding of working within frameworks and funding body requirements</li> <li>▪ An understanding of the youth sector and how to work collaboratively with external stakeholders, including schools and youth service providers</li> <li>▪ Current First Aid qualifications</li> </ul>  |

## Application Details

|                                  |  |                        |  |
|----------------------------------|--|------------------------|--|
| <b>Application instructions:</b> | <p>Please send applications including cover letter and current resume to Karingal via email or post as below.</p> <p>Late applications will not be accepted.</p> |                        |  |
| <b>Email:</b>                    | <a href="mailto:rpowell@karingal.org.au">rpowell@karingal.org.au</a>   | <b>Postal address:</b> | Robyn Powell<br>Participate<br>285a McKillop St,<br>East Geelong, 3219 |
| <b>Contact person:</b>           | Leanne Napper – Participate Manager<br>(03) 5249 6132  |                        |  |
| <b>Closing date:</b>             | COB Friday 24 <sup>th</sup> September, 2010  |                        |  |

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Position Description  
**Development Manager – Youth Programs**

**KARINGAL VISION**

*‘To be the best provider of opportunities for people with disabilities’*

**Karingal** is a not-for-profit community organisation which is committed to providing services that enhance the lives of individuals. Our team takes pride in proactively supporting people with disabilities, disadvantages and those who are aged, to live full and active lives. We have services in Metropolitan and Regional areas throughout Victoria.

**Karingal Community Living** provides a range of services across the Barwon south-western region which support independence and enhance the life quality of people with a disability, acquired brain injury, mental illness and the frail aged. Through partnerships with people with a disability, their families and the community, Karingal Community Living creates opportunities and choices that inspire and enable the achievement of personal goals.

**Participate**, a branch of Karingal Community Living is committed to the provision of high quality community based and individualised day services that support and promote community inclusion for people with a disability.

**Position Specifics**

|   |   |
|---|---|
| <b>Position objective:</b>              | To provide effective leadership and management in the design, development and implementation of high quality creative, flexible and person-centred Youth Programs. This position is integral in achieving the best possible outcomes for young people with disabilities, both within the community and across our numerous sites and program areas. |
| <b>Reports To:</b>                      | Manager Participate   |
| <b>Division:</b>                        | Karingal Community Living   |
| <b>Branch:</b>                          | Participate   |
| <b>Primary Location:</b>                | East Geelong  |
| <b>Employment status:</b>               | Full-time (38 hours)  |
| <b>Probation:</b>                       | All positions are offered with a 6 month probationary period.   |
| <b>Classification &amp; conditions:</b> | Common Law Contract   |
| <b>Remuneration:</b>                    | Wages will be negotiated commensurate with experience and qualifications. An attractive salary package will be offered which includes a fully maintained company vehicle and access to salary packaging provisions. Superannuation is paid at 9%  |

## Position Responsibilities & Duties

### General

- Work collaboratively with the Participate Leadership Team to develop and implement all aspects of strategic planning and funding applications.
- Keep abreast of information, trends and legislation relevant to developing effective service delivery.
- Responsible for problem solving related to the day to day management of programs and activities across a number of sites.
- Complete in a timely manner, records and administrative requirements to ensure the smooth running of the branch, in accordance with Karingal policies, procedures and legislative requirements.
- Development and maintenance of community links / networks that lead to a range of opportunities to Participate's program members.
- Work with staff from other branches of Karingal in a collaborative approach to service delivery for individuals with disabilities.

### Youth Services

- Identify individual needs and interests through the development and review of person centred support plans and from these develop appropriate activity options.
- Develop behaviour support plans, as required
- Effectively work with program members and their families and / or carers to maximise independence, using person centred active support.
- Negotiate individualised funding needs with the Department of Human Services.
- Manage and support the WorkLinks program
- Provide a quality transition program for young people leaving the school system, including exploring of employment options if appropriate.

### People Management

- Manage, supervise and appraise designated co-ordinators and staff.
- Employ casual staff in consultation with other Development Manager and relevant co-ordinators.
- In consultation with the Manager, employ contract, part-time and full-time instructors in line with the budget
- Allocate activities to all staff.
- Provide effective leadership within a busy dynamic workplace to ensure a positive team environment.

### Information & Communication

- Communicate relevant information regarding Participate activities and programs to both internal and external stakeholders.
- Contribute and lead the strategic direction of Karingal and in particular, Participate.

### Professional Development

- Maintain personal knowledge and professional development activities to support the role.
- Complete training plan.
- Participate in networking activities.
- Participate in industry working groups as requested, both internal and external.
- Membership of relevant industry groups.

### Other duties as directed by Participate Manager

## Measurable Results & Outcomes

- All clients on caseload have a current support plan, in accordance with Karingal's client planning procedures.
- Activities are developed that meet the needs and interests of program members as identified in their individual plans and in line with DHS Quality Framework Life Areas and Outcomes Standards
- Services and activities are delivered within agreed budget requirements
- All records are kept up to date, including client files and file notes.
- Youth transition program is successful
- Worklinks meets its agreed performance objectives.
- Designated co-ordinators and staff have a yearly performance appraisal and regular supervision sessions.

## Key Selection Criteria & Skills/Attributes

|                   |  |
|-------------------|--|
| <b>Essential:</b> | <ul style="list-style-type: none"> <li>▪ A relevant tertiary qualification and / or experience working with people with disability and youth, including those with behaviours of concern</li> <li>▪ Leadership experience</li> <li>▪ Staff management skills and experience</li> <li>▪ Community Development experience</li> <li>▪ The ability to think strategically and plan accordingly</li> <li>▪ An understanding of person centred planning and meeting individuals needs</li> <li>▪ Well developed communication skills</li> <li>▪ A Victorian Drivers license</li> </ul> |
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