



youth affairs council of western australia

Job Description Form (JDF)

Youth Affairs Council of Western Australia

Position title	Youth Homelessness Advisory Council (YHAC) Coordinator
Relevant Award	Social, Community, Home Care and Disability Services (SCHADS) Industry Award
Employment Basis	Fixed term, 0.9 FTE until June 2026
Remuneration	SCHADS Award – Level 5.1
Hours	4.5 days per week or 9 days per fortnight
Location	Level 5/200 Adelaide Terrace, East Perth Travel to urban sites as required
Position reports to	YACWA Programs Manager
Direct reports	YHAC Committee Members (casual)

ABOUT YACWA

The Youth Affairs Council of Western Australia (YACWA) is the peak non-government youth organisation in Western Australia. We operate primarily as a human rights organisation that connects and builds the capability of young people, the sector and communities. Our vision is for all young people in Western Australia to be respected, valued and enabled to shape the world they live in. Our role is to strengthen the trust, cooperation, collaboration, professionalism and voice of the youth services sector to better serve young people in WA.

We encourage you to have a look at our [website](#), [social media](#) and [Strategic Plan](#) to learn more about us and the work we do with young people and the youth sector.

ABOUT THE ROLE

The Youth Homelessness Advisory Council (YHAC) is a WA youth-led advocacy group which amplifies the voices of young people with lived experience of homelessness, through ensuring their contribution to the development of housing and homelessness policy and sector and service design.

The Youth Homelessness Advisory Council (YHAC) Coordinator ensures the successful delivery of the YHAC through liaison with external stakeholders across government, the youth services and housing and homelessness sectors, Peak Bodies, related organisations and provides support to, coordination and supervision of the YHAC Committee Members.

The YHAC Coordinator

- prioritises support to the YHAC Committee Members as they share their lived experience,
- creates opportunities for the ongoing professional development of the Committee Members,
- seeks meaningful opportunities for the Committee Members to contribute their lived experience to the education of others and in relevant decision-making forums
- ensures that YHAC contributes to emerging policy, service and sector design projects and processes, and
- supports Committee Members to capture and communicate their knowledge and experience across various reports, evaluation and research.

AREAS OF RESPONSIBILITY

Provide leadership, support and mentoring to the YHAC Committee Members

Recruit new Committee Members as required

Provide opportunities for Committee Members to connect regularly

Liaise with the Office of Homelessness to contribute the voices and perspectives of young people who have experienced homelessness to key decisions related to the delivery of housing and homelessness services for young people

Build and nurture collaborative relationships with a range of external stakeholders

Support YHAC Committee Members to deliver service reviews and provide feedback with a focus on continuous improvement

Oversee all aspects of program delivery

Fulfill internal and external reporting requirements

Support and collaborate with the YACWA Leadership team

GENERAL RESPONSIBILITIES

Support and participate in a team culture that values collaboration, continuous improvement, growth and feedback

Contribute ideas and support to other portfolio areas in the organisation to support the overall objectives of YACWA

Ensure that safeguarding practices are prioritised in the delivery of all YHAC and YACWA activities

Adhere to all YACWA policies and procedures

Participate in regular supervision and relevant professional development

ESSENTIAL SELECTION CRITERIA

A developed understanding of issues affecting young people with lived and living experience of homelessness and the community services sector

Experience working with young people with complex needs within a community services setting

Demonstrated ability to work collaboratively with young people and support their engagement, in a safe, positive and supportive way

Experience in a leadership role and providing support and supervision to staff

Sound organisational and project planning skills, including the ability to manage time, prioritise tasks, and establish systems for data collection and monitoring

Strong communication skills, both written and spoken, including the ability to write reports

The capacity to liaise with external stakeholders across government, academia and the community services sector

Highly developed interpersonal and conflict resolution skills

Tertiary qualifications in a relevant field or extensive relevant experience complemented by quality in-service training

Working knowledge of practice approaches including Recovery, Trauma-Informed and Person-Centred Care

Understanding of and alignment with the WA Youth Work Code of Ethics

Working knowledge of, and a commitment to, the National Principles for Child Safe Organisations

Established working knowledge of Microsoft Office 365 suite

DESIRABLE SELECTION CRITERIA

Networks in WA's housing and homelessness sector

Qualifications in youth work, community development, project management or a similar field

Working knowledge of research methods and evaluation

Experience in co-design

Experience in developing online content and/or social media

Current WA Driver's License and vehicle registration.

YOU'LL NEED TO HAVE

A Federal Police Clearance

A current Working with Children Check

The right to work in Australia

WHAT YACWA CAN OFFER

A respectful, open and embracing team that values equity, fairness and mutual support

Additional paid leave during the end-of-year office shutdown period

Flexible working arrangements including the ability to work from home as required and flexibility in working hours

Access to a free and confidential Employee Assistance Program (EAP)

Learning and development opportunities to build your skills and the opportunity to contribute across portfolio areas in the organisation

HOW TO APPLY

Please apply for this position by emailing the following documents to jobs@yacwa.org.au with the Subject Line: 'Application for YHAC Coordinator'.

- A copy of your résumé
- A written cover letter addressing each of the selection criteria

The written cover letter should be no more than 3 pages long.

We are committed to diversity and celebrating all its forms. Please let us know if we can do anything to make the application or interview process more accessible. If you are invited to an interview, we will ask you for any accessibility requirements or preferences.

The deadline for applications is: 4pm, Friday 8 August 2025.

Please reach out to us if you would like to arrange a phone call to chat further about the position – yacwa@yacwa.org.au or (08) 9227 5440.

Nothing about us without us. We strive to be representative of the community we are working with. We strongly encourage applications from people of colour, those who identify as LGBTIQA+, people living with disability, First Nations Islander people, people from culturally diverse, refugee and migrant backgrounds and those with lived experience.