

**POSITION DESCRIPTION – Wild Adventure Therapy Outdoor Leader****Part 1 – Expectations for Your Role**

<b>Position</b>	Wild – Adventure Therapy Outdoor Leader
<b>Service / Program</b>	Child, Youth and Family Wellbeing Directorate
<b>Industrial Instrument</b>	SACS - EACH Social and Community Service Employees Enterprise Agreement 2017
<b>Instrument Classification</b>	Level
<b>Reports to</b>	Wild Team Leader
<b>Effective Date</b>	7 <sup>th</sup> July 2025

**Key Deliverables**

- 1.1. Work collaboratively within the WILD team to organize and deliver wilderness adventure programming for participants which includes single day activities and up to 5-day overnight camps.
- 1.2. Serve as a primary point of contact for clients, managing all aspects of client relations including inquiries, interviewing, data collection through evaluations, program development, feedback, and follow-up.
- 1.3. Understand and assess client needs, preferences, and objectives to develop customized outdoor programs that meet or exceed program expectations.
- 1.4. Work collaboratively with clients to design and refine programs, ensuring alignment with educational standards, safety requirements, and specific goals.
- 1.5. In conjunction with other program staff, work with schools and agencies to develop appropriate strategies to work with participants using the program practice model which includes the use of group adventure and strengths-based therapy approaches.
- 1.6. Develop and maintain strong relationships with new and existing clients, focusing on client satisfaction and long-term engagement.
- 1.7. Conduct interviews with stakeholders such as participants or agency staff for evaluation, research and analysis.
- 1.8. Lead presentations and meetings with stakeholders, such as information sessions and group planning to discuss program operations.
- 1.9. Create and maintain comprehensive documentation for continuous improvement using program data systems.



- 1.10. Provide follow-up and support for participants, families and agencies for periods of up to 6 months (before and after programs) as required.
- 1.11. Undertake relevant administrative tasks associated with the provision of service. This may include, but is not limited to case notes, care-planning, program development, portfolio management, marketing content and risk management.
- 1.12. Supported by the Team Leader, actively network and pursue the development of new “fee for service” and social enterprise partnerships.
- 1.13. Ability to deliver program days, which may include, but not limited to pre-program safety checks, packing gear, driving to the site, facilitating adventure activities, leading reflective discussions, cleaning and packing up of the day’s resources.
- 1.14. Lead groups in outdoor learning programs, ensuring educational and recreational outcomes are achieved while minimising risk.
- 1.15. Create and manage catering for programming which includes managing dietaries, safe food handling and supervision of cooking.
- 1.16. Foster an open and honest communication style, encouraging constructive feedback among team members. This also includes effective communication with team members, promoting a culture of idea sharing and solution-focussed approaches that are respectful and productive.
- 1.17. Continuously develop skills to facilitate effective group interaction and individual learning.
- 1.18. Practice and promote minimal environmental impact principles.
- 1.19. Deliver customised and adaptable learning experiences, considering the physical, mental, and emotional well-being of participants.
- 1.20. Make informed decisions based on WILD and Each policy and procedures, along with escalating matters to the Team Leader
- 1.21. Manage time effectively and ensure tasks are completed in a timely manner. This will include the balanced management of office time, program time, practical and computer-based tasks etc, which will fluctuate from week to week.
- 1.22. Respond to feedback and complaints from customers, partners and other stakeholders effectively, with a willingness to respond to all feedback in such a way as to promote good outcomes for all.
- 1.23. Refer program participants through to relevant service pathways that are either internal, or external as required.



## Qualifications and skills

### Experience and Skills

- 2.1. At least 2 years of proven experience in leading outdoor education programs with logged or working experience in outdoor skill sets, including bushwalking, rock climbing, canoeing, abseiling and rafting.
- 2.2. Have worked with young people delivering outdoor activities and camps. Useful to have experience working with adults and/or families.
- 2.3. Work collaboratively with stakeholders (participants, teams, agencies or schools) to co-design programs, ensuring alignment with educational standards, safety requirements, and specific goals.
- 2.4. Understand and have delivered personalised learning experiences, that are inclusive of the physical, mental, and emotional well-being of participants.
- 2.5. Excellent written, verbal communication and computer literacy skills.
- 2.6. Able to drive large vehicles, which will include 12-seated vans, and proficient in handling and towing trailers.

### Mandatory Qualification/s, Competencies and/or Licenses

- 3.1. Current Remote Area First Aid or Wilderness First Aid Qualification
- 3.2. Up-to-date CPR Qualification
- 3.3. Current Drivers Licence
- 3.4. Completed Cert 4 in Outdoor Recreation or equivalent, or higher.
- 3.5. Current certificates in various land and water-based activities, or equivalent logged experience as group leader. This includes caving, stand-up paddle boarding, snorkelling, bushwalking, orienteering, etc.
- 3.6. Current Swiftwater Rescue Technician course or equivalent, or willingness to obtain this prior to starting employment with Each should you be successful.

### Highly regarded Qualifications and/or Certifications

- 4.1. Bus driving - Rigid License
- 4.2. Appropriate mental health tertiary qualifications in Youth work, social work or other relevant qualification such as counselling, motivational interviewing, trauma informed practice qualification.
- 4.3. Bronze medallion or Community Rescue Award

**Physical Requirements (Varied as each program can be unique):**

- 5.1. Be able to sit at a computer for up to 6 hours per day.
- 5.2. Hike across various terrain and uneven surfaces for up to 20km in a day, carrying up to 20-25 kgs
- 5.3. Confident swimmer, being able to swim 200m, tread water for up to 5 minutes and confidently lift someone from the water as per the swift water rescue and watercraft qualifications
- 5.4. Lift and carry up to 20-25 kgs.
- 5.5. Be able to crawl through tight spaces in a caving environment and support people in moving through caves. This may include using a knee or shoulder to help support someone exit the cave system.

**POSITION DESCRIPTION - Employee****Part 2 – Expectations for Our Team**

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

### Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each's values, ensuring an inclusive, safe, and engaging culture.

### Employee Responsibilities

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each's goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

### Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

### Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each's policies.

### Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

### Inclusion and Diversity Commitment

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all.

### Key Selection Criteria

#### Skills & Behaviours

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

#### Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.



- Proven collaborative teamwork skills.
- Understanding of the Not-For-Profit and Health sectors.

#### Mandatory Competencies/Licences

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia

#### Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.