

**BRISBANE YOUTH SERVICE – POSITION DESCRIPTION**

<b>Position title:</b>	Young Women’s Support Worker		
<b>Program/Team:</b>	Young Women & Families		
<b>Employment type &amp; hours</b>	Job Share Locum 22.08 hours per week (6 month contract)		
<b>Remuneration:</b>	SCHADS Level 4		
<b>Working from:</b>	Zillah Street		
<b>Reporting relationships:</b>	Reports to the Young Women & Families Manager		
<b>Effective date:</b>	March 2018	<b>Last review of PD:</b>	March 2018
<b>Qualifying period:</b>	6 months		
<b>Primary purpose of position:</b>	This position is responsible for providing case work support and information and referral assistance to young women aged 12 – 25 years who are homeless or at risk of homelessness, within strengths-based and women’s right frameworks.		
<b>SELECTION CRITERIA</b> - Applicants shall be assessed against these selection criteria. Applicants need to provide written responses to the selection criteria below of no more than four (4) pages.			
Education, Qualifications, References	<ul style="list-style-type: none"> <li>• A tertiary qualification in Social Work, Human Services, Behavioural Sciences (or similar)</li> <li>• Current driver’s licence</li> <li>• A current Working with Children’s check – Blue Card</li> <li>• Three relevant references, including current or most recent manager</li> </ul>		
Knowledge and skills:	<ul style="list-style-type: none"> <li>• Understanding of and commitment to BYS vision and objectives and ability to work in alignment with the BYS Practice Framework.</li> <li>• Knowledge of and demonstrated skills in assessment, crisis intervention and brief solution focussed interventions.</li> <li>• Knowledge of complex service systems and skills in collaborative case management that supports young women’s capacity for independence.</li> <li>• Knowledge of issues relating to young women, particularly homelessness.</li> <li>• Strong communication skills including advocacy.</li> <li>• Self-reflective and critical thinking skills.</li> <li>• Good planning and organisational skills.</li> </ul>		
Experience:	<ul style="list-style-type: none"> <li>• Proven ability to engage with vulnerable young people, specifically young women and any accompanying children.</li> <li>• Proven ability to work independently exercising a high degree of initiative, judgement and decision making in individual case work, while fostering a strong team environment.</li> <li>• Computer and report writing skills.</li> </ul>		
Attributes:	<ul style="list-style-type: none"> <li>• Personal drive and integrity</li> <li>• Consultative and collaborative working attitude</li> <li>• Flexible, self-directing, inclusive, respectful, ethical, accountable.</li> <li>• Commitment to a learning culture and ongoing professional development.</li> </ul>		
<b>KEY RESULT AREAS - Role and responsibilities</b>			
Service Delivery:	<ul style="list-style-type: none"> <li>• Provide information, advice and advocacy to young women to increase to improve young women’s experiences in the community and reduce their risk of homelessness.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Establish, implement and monitor case management support to young women to overcome homelessness and transition to independence.</li> <li>• Conduct intake, assessment and referral process in crisis and brief interventions with young women to protect and strengthen young women and their family.</li> <li>• Provide coordinated case planning with other BYS staff, agencies and government entities to maximise outcomes for young women and their children.</li> <li>• Support delivery of group work and social action activities, within the context of increasing women’s positive experiences within the community.</li> <li>• Undertake child protection reporting in collaboration with the Program Manager</li> <li>• Collect and maintain accurate client data, to contribute to monitoring, evaluation and reporting on program performance</li> <li>• Participate in both quantitative and qualitative data collection to support BYS continual quality improvement.</li> <li>• Participate in staff training and development activities as required</li> </ul>
Service operation and development	<ul style="list-style-type: none"> <li>• Participate in service delivery planning, evaluation, supervision and other meetings as required.</li> <li>• Develop stakeholder relationships with other agencies and participate in networks to deliver improved outcomes.</li> <li>• Recommend changes / improvements to service delivery and related policies and practices.</li> <li>• Ensure that work is performed at the highest standard in accordance with any relevant legislation relating to organisation, program, young women and their families.</li> </ul>
People and Culture	<ul style="list-style-type: none"> <li>• Comply with the BYS Code of Conduct to ensure ethical and professional practice.</li> <li>• Promote teamwork, respect and a strong client focus to uphold the BYS vision and objectives.</li> <li>• Attend supervision and performance appraisal with the Program Manager to monitor the service and performance.</li> <li>• Attend training and professional development opportunities to address learning needs.</li> <li>• Provide support to colleagues and contribute to a positive work culture.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Maintain accurate and timely record keeping relating to the service including client files, data collection, correspondence and statistics.</li> <li>• Contribute to high quality and timely reporting in collaboration with the Program Manager.</li> <li>• Adhere to BYS policies and implement relevant service standards to ensure quality service provision.</li> <li>• Undertake any other tasks as required.</li> </ul>

*This Position Description forms part of the performance management framework for the Young Women’s Support Worker position. As the successful applicant, you are required to sign and date this Position Description to demonstrate your commitment to fulfil this role in accordance with the key result areas outlined above.*

<b>Employee Name:</b>		<b>Signature:</b>		<b>Date:</b>	
<b>Managers Name:</b>		<b>Signature:</b>		<b>Date:</b>	