

POSITION DESCRIPTION

Position title:	Youth Worker		
Program/Team:	Housing Services/24'7's		
Employment type & hours	Shift work / Casual		
Award conditions:	SCHADS Award 2010	Remuneration:	TPEO Level 1 Crisis Accommodation Worker
Working from:	Sandgate House/Windsor House/Phoenix House (Please circle)		
Reporting relationship:	Reports to the House Manager		
Probation period:	6 months		
Primary purpose of position:	Youth Workers are required to provide young people with safe and appropriate accommodation, case management, support, advocacy, and information to assist young people to make informed choices about their lives.		
SELECTION CRITERIA - Applicants shall be assessed against these selection criteria. Applicants need to provide written responses to the selection criteria below of no more than two pages in total.			
SELECTION CRITERIA	<ol style="list-style-type: none"> 1. An understanding of and commitment to BYS's vision and objectives and the demonstrated experience working within a strengths-based and trauma informed practice framework. 2. Demonstrated experience working holistically with vulnerable young people, using brief solution focussed crisis interventions and ongoing case managed support, and experience building trusting relationships with marginalised young people. 3. Strong communication skills, including oral and written skills, writing report and case files, collaborating with community services, and the ability to liaise effectively with young people and advocate on their behalf. 4. Strong planning, task management and organisational skills and the ability to work independently in a supported accommodation setting. 5. The ability to contribute positively within a team to deliver a high-quality service and outcomes for young people. 		
Education, Qualifications, Checks and References (Mandatory)	<ul style="list-style-type: none"> • A tertiary qualification or working towards (studying) in Social Work, Psychology, or Social Sciences or similar experience. • Current driver's license. • Working with Children Suitability Card (Blue Card) / willingness to apply for a Blue Card. • Three relevant references, including most recent Manager, if relevant. 		
Skills & Experience	<ul style="list-style-type: none"> • Experience building trusting working relationships with marginalised young people and providing targeted interventions. • Ability to facilitate individual and group activities providing positive engagement with young people. 		

	<ul style="list-style-type: none"> • Experience developing networks and collaborative relationships with internal and external service providers. • Experience using client management systems, case file notations and Microsoft products.
Personal Attributes	<ul style="list-style-type: none"> • Personal drive and integrity. • Consultative and collaborative working attitude. • Flexible, initiative, collaborative, inclusive, respectful, ethical, accountable. • Commitment to a learning culture and ongoing professional development.
KEY RESULT AREAS – Roles and responsibilities	
Housing Services/24/7's	<ul style="list-style-type: none"> • Provide safe and appropriate accommodation and support to young people and respond to their needs by providing supervision, emotional support, social and living skills development, recreational opportunities, conflict resolution. • Support young people in achieving their defined goals. • Assist in implementing structured and informal living skills strategies for young people. • Provide on call support to other BYS residential clients, when applicable. • Assess risk and respond with appropriate interventions to ensure workplace safety and wellbeing. <ul style="list-style-type: none"> • Undertake household duties such as cooking, cleaning, and to assist young people to maintain a reasonable standard of cleanliness. • • Collect and maintain accurate client data, to contribute to monitoring, evaluation and reporting on program performance. • Participate in both quantitative and qualitative data collection to support BYS continual quality improvement. • Participate in staff training and development activities as required. • Undertake risk assessments appropriate to the task • Youth Workers are required to be available to work Monday - Friday (night shifts), Saturday (day & night shifts) and Sunday (day and nightshifts). Penalties and shift allowances apply. • All night shifts have a sleepover component of 8 hours and attract the SCHADS sleepover allowance. • There is 'on-call' support via phone support or physical assistance, if necessary. • Youth Workers are required to attend a monthly staff meeting where they are paid for their attendance.
People and Culture	<ul style="list-style-type: none"> • Contribute to a culture of respect, optimism, accountability and resilience in line with the organisation's values. • Attend supervision with Line Manager (at least monthly) to monitor the service and performance. • Line Mangers: Provide effective supervision to all team members and maintain supervision records in line with BYS policies. • Participate in staff meetings, service reviews and organisational planning. • Participate as a collaborative and supportive team member, contributing to the overall effectiveness of the team and outcomes for young people. • Undertake and participate in staff training and development activities as required. • Where agreed with the Line Manager supervise students.

	<ul style="list-style-type: none"> • Transport groups and individuals to appointments, meetings, and any other activities as required. • Collect and maintain accurate client data, to contribute to monitoring, evaluation and reporting on program performance. • Participate in both quantitative and qualitative data collection to support BYS continual quality improvement.
Administration	<ul style="list-style-type: none"> • Implement administration relating to the service, including accurate data, client files, correspondence, and financial records. • Submit timesheets and leave requests on time and accurately. • Line Managers: Ensure the accurate and timely completion of timesheets and leave requests on a fortnightly basis • Maintain mandatory reporting in collaboration with the Line Manager. • Implement relevant service standards to ensure quality service provision. • Undertake any other tasks as required.

This Position Description forms part of the performance management framework for the Youth Worker. 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.

Employee Name:		Signature:		Date:	
Manager Name:		Signature:		Date:	