

POSITION DESCRIPTION

Position Title:	Positive Transitions Project Co-ordinator		
Program/Team:	Housing Services Sustaining Young Tenancies and Transitions Team		
Employment Type & Hours:	Full-time 76 hours per fortnight		
Award Conditions:	Social, Community, Home Care & Disabilities Services [SCHADS] Award 2010	Remuneration:	SACS Level 5
Working From:	Zillah Street, Greenslopes and/or other BYS offices		
Reporting Relationship:	Reports to the Sustaining Young Tenancies & Transitions Manager		
Probation Period:	6 months		
Primary Purpose of Position:	The Positive Transitions Project Coordinator will support young people in BYS housing programs to access education, training, employment, volunteering and community-based opportunities that support them as they transition out of homelessness and into stable housing.		
In addition to submitting a resume or CV applicants must address the selection criteria [below] in their cover letter to be considered for shortlisting			
Selection Criteria:	<ol style="list-style-type: none"> 1. An understanding of, and commitment to, BYS’s vision and objectives and the knowledge of working within a strengths-based and trauma informed community organisation 2. Demonstrated experience working with vulnerable young people to enhance their engagement in education, training, employment and community-based activities 3. Demonstrated understanding of the employment market, and the full range of opportunities for young people to access traineeships, apprenticeships, work experience and employment 4. Strong organisational and planning skills and the ability to work independently and contribute positively within a team 5. Demonstrated effective communication skills, including strong interpersonal skills and the ability to develop positive and effective relationships with business operators, community organisations and education/training providers 6. Demonstrated experience developing networks and collaborative relationships with internal and external stakeholders, including employers, education providers, government agencies and other community services 		
Education, Qualifications, Requirements [Mandatory]:	<ul style="list-style-type: none"> • A tertiary qualification in Social Work, Psychology, Social Sciences or comparable qualification OR substantial demonstrated experience in a related field • Current Queensland driver’s license • Working with Children Suitability Card [Blue Card] / willingness to obtain a Blue Card prior to commencement • National Police Check Clearance • Evidence of vaccination, immunity, or medical exemption for the following preventable diseases prior to commencement: Measles, Mumps, Rubella and Varicella [Chicken Pox]; Pertussis [Whooping Cough]; Hepatitis B [health team workers only] and COVID-19 		

	<ul style="list-style-type: none"> • Three relevant references, including most recent Manager, if relevant
Skills & Experience:	<ul style="list-style-type: none"> • Ability to support young people with a focus on education, training, volunteering and employment • Experience developing education, employment and training plans with vulnerable and at-risk young • Experience working in a multi-disciplinary team and contributing to positive outcomes for young people • Ability to develop networks and collaborative relationships with external providers • Sound critical thinking, problem solving and risk management skills and the demonstrated application of these in a frontline service delivery setting
Personal Attributes:	<ul style="list-style-type: none"> • Ability to stay calm under pressure • 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	
Service Delivery:	<ul style="list-style-type: none"> • Work with up to 100 young people each year, referred primarily from the HATS, SYT, Windsor House, Phoenix House and Sandgate House programs, to provide low-level sustained support as they move into autonomous living • Work with young people who have completed intensive case management and stabilised in housing, to prevent destabilisation and return to homelessness after transitioning out of youth housing support services • Work with employment support agencies and flexible/mainstream education providers to streamline and enhance engagement pathways for young people • Work with existing BYS and new corporate partners alongside specialist employment agencies to enhance employment pathways • Work with education partners to develop integrated pathways from support to educational achievement • Meet a broader sector need by developing and documenting good evidence-informed practice models in effectively transitioning young people • 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 • Undertake risk assessments appropriate to the task
People, Culture, Safety:	<ul style="list-style-type: none"> • Contribute to a culture of respect, optimism, accountability and resilience in line with the organisation’s values

	<ul style="list-style-type: none"> • Attend supervision with Line Manager (at least monthly) to monitor the service and performance • 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 • Transport groups and individuals to appointments, meetings, and any other activities as required • Protect and promote the rights of children and young people, including making decisions compatible with the <i>Human Rights Act 2019</i>; and responding to and reporting suspicions and disclosures of abuse or harm • Ensure a healthy and safe workplace for all by adhering to BYS Work Health and Safety Policy, Procedures and Practices • Actively participate to deliver the BYS Reconciliation Action Plan [RAP] initiatives and measurable actions that support First Nations equality across our organisation and services
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 accurately and on time on a fortnightly basis, in accordance with relevant legislation and organisational policy and procedure • Maintain mandatory reporting in collaboration with the Line Manager • Implement relevant service standards to ensure quality service provision • Undertake any other tasks as required

The changing demands of BYS’s organisation requires it to have reasonable flexibility in stipulating the duties that you will undertake from time to time. You will be required to perform any other duties for which you have the appropriate skill and/or training which are assigned to you by BYS, and these responsibilities do not limit what may be reasonably be requested of an employee during the course of their employment. 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:	
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