

## POSITION DESCRIPTION

<b>Position Title:</b>	Youth Worker		
<b>Program/Team:</b>	Intake and Brief Intervention Team		
<b>Employment Type &amp; Hours:</b>	Part-time   66.5 hours per fortnight Fortnightly Rotating Roster: Week A: Tuesday; Wednesday; Thursday Week B: Sunday; Monday; Friday; Saturday 4:00p.m.–11:30p.m. [7.5 hours] 11:30p.m.–7:00a.m. sleepover [7.5 hrs]-penalties & shift allowances apply] 7:00a.m.–9:00a.m. [2 hours]		
<b>Award Conditions:</b>	Social, Community, Home Care & Disabilities Services [SCHADS] Award 2010	<b>Remuneration:</b>	CAW Level 1
<b>Working From:</b>	The Nest, Kingsford Smith Drive, Hamilton and/or other BYS offices		
<b>Reporting Relationship:</b>	Reports to the Nest Manager		
<b>Probation Period:</b>	Six [6] months		
<b>Primary Purpose of Position:</b>	This position assists in the effective operations of a 24/7, temporary supported accommodation for 19 young people aged 16-25. The Youth Worker provides young people with temporary supported accommodation, tenancy and living skills and planned support to ensure their housing and other goals are identified and met.		
<b>In addition to submitting a resume or CV applicants must address the selection criteria [below] in their cover letter to be considered for shortlisting</b>			
<b>Selection Criteria:</b>	<ol style="list-style-type: none"> <li>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</li> <li>2. Demonstrated experience working holistically with vulnerable young people, using brief solution focussed crisis interventions and ongoing planned support, and experience building trusting relationships with marginalised young people</li> <li>3. Strong communication skills, including oral and written skills, writing report and case notes collaborating with community services, and the ability to liaise effectively with young people and advocate on their behalf</li> <li>4. Strong planning, task management and organisational skills and the ability to work independently in a supported accommodation setting</li> <li>5. The ability to contribute positively within a team to deliver a high-quality service and outcomes for young people</li> </ol>		
<b>Education, Qualifications, Requirements [Mandatory]:</b>	<ul style="list-style-type: none"> <li>• A tertiary qualification or working towards (studying) in Social Work, Human Services, Psychology, Social Sciences or comparable qualification OR substantial demonstrated experience</li> <li>• Current Queensland driver's license</li> <li>• Working with Children Suitability Card [Blue Card] / willingness to obtain a Blue Card prior to commencement</li> <li>• National Police Check clearance</li> <li>• 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]; and COVID-19</li> </ul>		

	<ul style="list-style-type: none"> <li>• Three relevant references, including most recent Manager, if relevant</li> </ul>
<b>Skills &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• Experience building trusting working relationships with marginalised young people and providing targeted interventions</li> <li>• Ability to facilitate individual and group activities providing positive engagement with young people</li> <li>• Experience developing networks and collaborative relationships with internal and external service providers</li> <li>• Experience using client management systems, case file notations and Microsoft products</li> <li>• Experience in managing and mitigating operational risks in service delivery</li> </ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Self-reflective and critical thinking with sound analytical skills</li> <li>• Personal drive and integrity</li> <li>• Consultative and collaborative working attitude</li> <li>• Flexible, self-directed initiative, collaborative, inclusive, respectful, ethical, accountable</li> <li>• Commitment to a learning culture and ongoing professional development</li> </ul>
<b>Service Delivery:</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Support young people in achieving their defined goals</li> <li>• Assist in implementing structured and informal living skills strategies for young people</li> <li>• Provide on call support to other BYS residential clients, when applicable</li> <li>• Assess risk and respond with appropriate interventions to ensure workplace safety and wellbeing</li> <li>• Implement relevant service standards to ensure quality service provision</li> <li>• Liaise and provide constructive feedback on service / program delivery or raise issues regarding a young person, maintenance and repairs, staffing issues etc. to the Team Leader or Intake and Brief Intervention Senior Manager</li> <li>• Provide intake, assessment, brief intervention and planned support including identifying housing goals, tenancy skills -and other supports for vulnerable young people</li> <li>• Utilise the Queensland Homelessness Information Platform (QHIP) to receive and manage referrals and housing allocations from across the homelessness service system.</li> <li>• Maintain daily shift reports and other electronic and physical paperwork as required</li> <li>• Provide resources and networking information to the young people</li> <li>• Undertake household duties such as cooking, cleaning, and to assist young people to maintain a reasonable standard of cleanliness</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> <li>• Undertake risk assessments appropriate to the task</li> </ul>

<b>People, Culture, Safety:</b>	<ul style="list-style-type: none"> <li>• Contribute to a culture of respect, optimism, accountability and resilience in line with the organisation’s values</li> <li>• Comply with the BYS Code of Conduct to ensure ethical and professional practice</li> <li>• Attend and participate in monthly and annual supervision and reviews to monitor the service delivery and performance, organisational planning, training and development activities</li> <li>• Participate in staff meetings, service reviews and organisational planning</li> <li>• Participate as a collaborative and supportive team member, contributing to the overall effectiveness of the team and outcomes for young people</li> <li>• Undertake and participate in staff training and development activities as required</li> <li>• 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</li> <li>• Employees must ensure a healthy and safe workplace for all by adhering to BYS <a href="#">Work Health, Safety &amp; Wellbeing Policy</a>, Procedures and Practices</li> <li>• Transport groups and individuals to appointments, meetings, and any other activities as required</li> </ul>
<b>Administration:</b>	<ul style="list-style-type: none"> <li>• Implement administration relating to the service, including accurate data, client files, correspondence, and financial records</li> <li>• Submit timesheets and leave requests accurately and on time on a fortnightly basis, in accordance with relevant legislation and organisational policy and procedure</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>• Maintain mandatory reporting in collaboration with the Line Manager</li> <li>• Implement relevant service standards to ensure quality service provision</li> <li>• Undertake any other tasks as required</li> </ul>
<b>WORKING HOURS and CONDITIONS</b>	
<b>Shiftwork:</b>	<ul style="list-style-type: none"> <li>• Youth Workers are required to have availability to work their rostered shifts</li> <li>• penalties and shift allowances apply including time and a half for Saturdays, and double time for Sundays</li> <li>• All night shifts have a sleepover component of seven and a half hours [7.5] hours and attract the SCHADS sleepover allowance</li> <li>• There will be a (senior) shift buddy on at all times in addition to ‘on-call’ support via phone support or physical assistance, if required</li> <li>• Youth Workers are required to attend a staff meeting every two [2] months, where they are paid for their attendance</li> <li>• Youth Workers are required to have a minimum break of eight [8] hours between shifts, including from one employer to another, and must notify their line manager of any potential conflicts in rosters immediately</li> <li>• Youth Workers with more than one employer must notify BYS by completing an <a href="#">A2.09 Disclosure of a Conflict of Interest / Commitment Form</a></li> </ul>

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*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 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 fulfill this role in accordance with the key result areas outlined above.*

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