

POSITION DESCRIPTION

Position Title:	Intake and Brief Intervention Worker		
Program/Team:	Hub Intake and Brief Intervention Team		
Employment Type & Hours:	Full-time 76 hours per fortnight [12-month contract, ending 30 April 2025]		
Award Conditions:	Social, Community, Home Care & Disabilities Services [SCHADS] Award 2010	Remuneration:	SACS Level 4
Working From:	McLachlan Street, Fortitude Valley and/or other BYS offices		
Reporting Relationships:	Reports to the Hub Intake and Brief Intervention Manager		
Probation Period:	Six [6] months		
Primary Purpose of Position:	This position provides young people who are homeless or at risk of homelessness with solution focused crisis and brief interventions and thorough assessment and referrals, both internal to BYS and to the wider community.		
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. Understanding of and commitment to BYS vision, objectives and practice framework 2. Demonstrated understanding of the issues impacting young people experiencing or at risk of homelessness 3. Demonstrated ability to undertake thorough assessments of a young person's situation and support needs, including risk assessments 4. Demonstrated ability to work holistically with vulnerable young people, building trusting relationships and delivering solution focussed crisis and brief interventions 5. Strong communication skills, including interpersonal skills and writing skills and the ability to advocate effectively on behalf of others 6. Strong organisational and planning skills and the demonstrated ability to work independently and prioritise and manage competing demands 		
Education, Qualifications, Requirements [Mandatory]:	<ul style="list-style-type: none"> • A tertiary qualification in Social Work, Human Services, Social Science, Psychology or similar • Current Queensland driver's license • Working with Children Suitability Card [Blue Card] / willingness to obtain a Blue Card prior to commencement • 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 • Three relevant references, including most recent Manager, if relevant tertiary qualification in Social Work, Psychology, Social Sciences or comparable qualification OR substantial demonstrated experience in a related field 		
Skills & Experience:	<ul style="list-style-type: none"> • Experience working with vulnerable young people • Experience in a front-line service delivery setting (desirable) • Experience working collaboratively with other agencies 		
Personal Attributes:	<ul style="list-style-type: none"> • Ability to stay calm under pressure • Personal drive and integrity • Consultative and collaborative working attitude 		

	<ul style="list-style-type: none"> • Commitment to a learning culture and ongoing professional development
KEY RESULT AREAS – Roles and Responsibilities	
Service Delivery:	<ul style="list-style-type: none"> • Complete thorough assessments and provide crisis and brief interventions with young people • Provide centre based and phone support and mobile support including home visits • Facilitate referrals and support young people to access housing, legal, physical and mental health support, education and employment, and engage with their community • Facilitate appropriate referrals of young people where ongoing support is required • Participate in shared organisational service delivery, including Needle and Syringe Exchange, rostered centre-based work and outreach • Create and maintain case plans and case notes in line with organisational policies and procedures • Develop networks and collaborative relationships with internal and external providers • Assist with keeping shared service delivery space clean and operational • 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 and evaluation on program performance • Participate in staff training and development activities as required • Participate in case planning and review and service planning • Transport groups and individuals to appointments, meetings, and any other activities as required
People, Culture, Safety:	<ul style="list-style-type: none"> • Contribute to a culture of respect, optimism, accountability and resilience in line with organisational values • Protect and promote the rights of children and young people, including making decisions compatible with the Human Rights Act 2019; 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 • Participate in supervision, team meetings and performance reviews • Identify and participate in training and professional development opportunities • Where agreed with the Manager, supervise students, project staff and volunteers • Where agreed with the Manager supervise students
Administration:	<ul style="list-style-type: none"> • Undertake all administrative functions relating to the role in accordance with relevant policies and procedures

	<ul style="list-style-type: none"> • Submit timesheets and leave requests accurately and on time on a fortnightly basis, in accordance with relevant legislation and organisational policy and procedure • Prepare reports as required • Undertake any other tasks as required
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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.

Employee Name:		Signature:		Date:	
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