

POSITION DESCRIPTION

Position Title:	Young Women's Support Worker		
Program/Team:	Young Women and Young Families		
Employment Type & Hours:	Full time 76 hours per fortnight [Fixed Term 12-Month Contract]		
Award Conditions:	Social, Community, Home Care & Disabilities Services [SCHADS] Award 2010	Remuneration:	Level 4
Working From:	Newdegate Street, Greenslopes and/or other BYS offices		
Reporting Relationship:	Reports to the Young Women and Young Families Manager		
Probation Period:	6 months		
Primary Purpose of Position:	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.		
SELECTION CRITERIA - Applicants shall be assessed against these selection criteria. Applicants need to provide written responses to the selection criteria below of not more than two [2] pages in total.			
Selection Criteria:	<ol style="list-style-type: none"> 1. Understanding of and commitment to BYS vision, objectives and practice framework; 2. Knowledge of and demonstrated skills in applying strengths-based and feminist frameworks; 3. Knowledge of and demonstrated skills in assessment, crisis intervention and brief solution focussed interventions; 4. Understanding of the gendered analysis of domestic and family violence involving young women and their accompanying children; 5. Knowledge of complex service systems and skills in collaborative case management that support young women's capacity for independence; 6. Strong communication skills including advocacy, critical thinking and self-reflection; 7. Excellent planning and organisational skills. 		
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; • 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, COVID-19; • Three relevant references, including most recent Manager, if relevant. 		
Skills & Experience:	<ul style="list-style-type: none"> • Experience working with young women and their accompanying children affected by domestic and family violence; • Experience with intake, referral, and individual or co-ordinated case plan management; • Computer and report writing skills. 		
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	
Service Delivery:	<ul style="list-style-type: none"> • 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; • Establish, implement and monitor case management support to young women to overcome homelessness and transition to independence; • Conduct intake, assessment and referral process in crisis and brief interventions with young women to protect and strengthen young women and their family; • Provide coordinated case planning with other BYS staff, agencies and government entities to maximise outcomes for young women and their children; • Support delivery of group work and social action activities, within the context of increasing women’s positive experiences within the community; • Undertake child protection reporting in collaboration with the Young Women and Young Families Manager; • 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.
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; • 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; • 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; • Where agreed with the Line Manager supervise students; • 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 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:	
Manager Name:		Signature:		Date:	