

POSITION DESCRIPTION

Position Title:	Youth Domestic and Family Violence [DFV] Advocate		
Program/Team:	Young Women, Families and Safe Relationships		
Employment Type & Hours:	Full Time 76 hours per fortnight 12 month Fixed-term contract		
Award Conditions:	Social, Community, Home Care & Disabilities Services [SCHADS] Award 2010	Remuneration:	SACS Level 5
Working From:	Youth Support Centre, Brunswick Street, Fortitude Valley, and/or other BYS offices		
Reporting Relationships:	Reports to the Safe Relationships Manager		
Probation Period:	Six [6] months		
Primary Purpose of Position:	This position provides support to young people who are homeless or at risk of homelessness and who are affected by DFV (Domestic and Family Violence). This position will provide support to workers and clients across Brisbane Youth Service to respond to DFV experiences and will work closely with the integrated service response to assess risk, safety plan and provide co-ordinated responses to young people experiencing DFV.		
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 & commitment to BYS vision, objectives and practice framework 2. Demonstrated understanding of the issues impacting young people experiencing or at risk of homelessness, including a gendered understanding of youth DFV 3. Demonstrated ability to undertake thorough assessments of a young person's situation and support needs, including risk assessments and safety planning 4. Demonstrated ability to work holistically with vulnerable young people, building trusting relationships and delivering services directly to young people and providing case consults and training to workers 5. Effective 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 7. Demonstrated capacity to collaborate across the service system and effectively network to provide a DFV response, including acting in accordance with relevant legislation 		
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]; 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"> • Experience working with vulnerable young people impacted by DFV in individual and group-based settings • Experience in a front-line service delivery setting • Experience working collaboratively with other agencies
Personal Attributes:	<ul style="list-style-type: none"> • Personal drive and integrity and ability to stay calm under pressure • Consultative and collaborative working attitude • Flexible, initiative, inclusive, respectful, ethical, accountable • Ability to work independently exercising initiative, judgement and decision making • Commitment to a learning culture and ongoing professional development
KEY RESULT AREAS – Roles and Responsibilities	
Leadership:	<ul style="list-style-type: none"> • Manage, identify, mitigate, and monitor operational risks in service delivery and actively use risk management systems to ensure the safety of staff, young people, and the community for those facing DFV • Demonstrate leadership qualities such as ability to mentor, support, and guide; provide debriefing [including incident debriefing] to colleagues, as required, and model the BYS core values of Respect, Optimism, Accountability and Resilience
Service Delivery:	<ul style="list-style-type: none"> • Complete thorough risk assessments and provide support to young people experiencing DFV either through direct involvement with a consenting young person or through consult with their case manager • Provide centre based, phone support and mobile support including outreach visits; • Facilitate referrals and support young people to access services as required • Develop networks and collaborative relationships with internal and external providers within the DFV integrated service response • Co-ordinate staff training and professional development activities to support the skilling up of workers across BYS in the provision of DFV informed responses to young people as required • Participate in case planning, stakeholder meetings and service planning • Build capacity of BYS workers/teams to identify and respond to violence related issues through practice development, advice, and support • Provide education and support to other staff members including mentoring and guidance regarding effective support of young people experiencing DFV
People, Culture, Safety:	<ul style="list-style-type: none"> • Model and drive a culture of respect, optimism, accountability, and resilience in line with organisational values • Participate in supervision to monitor service delivery and evaluation and collaborate on high-risk planned support and self-care initiatives • Where agreed with the Manager, supervise students, project staff and volunteers • Participate as a collaborative and supportive team member, contributing to the overall effectiveness of the team and outcomes for young people • Comply with the BYS Code of Conduct to ensure ethical and professional practice • Participate in quality practice reviews, all-staff days, organisational planning and identify and participate in training and professional development opportunities

	<ul style="list-style-type: none"> • 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, Safety and Wellbeing 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
Administration:	<ul style="list-style-type: none"> • Undertake all administrative functions relating to the role and ensure accurate and timely records are created and maintained in accordance with relevant legislation and BYS policies • Ensure the timely, consistent, and accurate completion of client data records, including planned support and reviews, intake, and outcomes assessment data, to contribute to monitoring, evaluation and reporting on program performance and outcomes • Submit timesheets and leave requests accurately and on time on a fortnightly basis, in accordance with relevant legislation and organisational policy and procedure • 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 any other duties or 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 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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