



CARE Goondiwindi Ltd

POSITION VACANT – 12 month Maternity Leave Position

YOUTH WORKER – PART TIME (21 hrs per week)

A part time position is available for a suitably experienced person with a passion for working with young people aged between 8 – 21 years.

It is essential for the successful applicant to possess good organisational, communication and problem solving skills and have a high level of computer literacy. Team work is essential to the success of the program, however you must be able to work independently and show initiative and flexibility.

To Apply

Email ceo@caregoondiwindi.org.au for full application pack or go to Care Goondiwindi website for more information.

Application close: 06 November 2023



POSITION DESCRIPTION

Position Title	Youth Access Service Worker
Employment Status	Part Time (21 hrs per week)
Position Reports To	Services Manager
Award Classification	SCHCaDS – Level (dependant on experience)

Organisational Context

Care Goondiwindi Ltd. provides Goondiwindi and surrounding communities with a range of community services intended to increase the quality of life within the region.

All of our services are designed to meet the needs and choices of individual clients and the community.

Our mission is to build individuals' capacity to achieve independence through delivery of excellent services in rural communities.

1. Service Particulars:

You will provide support to young people aged between 8 – 21 years who are not supported by protective factors (families, friends, communities, school and cultural connections) to enable them to lead safe, healthy and active lives. This includes young people who are at risk of one or more of the following –

- disconnecting from family, community, prosocial or recreation activities, or informal support networks;
- disengaging from school, training and/or employment;
- harm including self-harm and suicide;
- cultural disconnection;
- homelessness; and/or
- entering, or already involved in, the Youth Justice System, including those who are exiting detention or under youth justice supervision.

You will assist young people and their families, kin or community members to make informed decisions about, or be connected to, the services and support that they need. These responses are an important aspect of both prevention and early intervention approaches and involve preliminary needs identification for the purpose of identifying appropriate service and support options.

You will provide a culturally responsive service by embedding Aboriginal and Torres Strait Islander perspectives into the design, delivery and evaluation of your programs and services to ensure they meet the needs of the young people through respectful and inclusive engagement with the Traditional Owners and the local Indigenous community.

Support to young people will be delivered in a manner consistent with the Practice Guide for Youth Support Services (October 2019). In addition, You will use –

- the Youth Wellbeing Common Assessment Tool (CAT) to identify the needs of service users and develop tailored, individual case plans; and

POSITION DESCRIPTION

- the Youth Support Client Information System (YSCIS), an online client management system developed to support service delivery for Youth Support Services in Queensland.

2. Role Duties

- Relate to young people in a manner which is relevant and appropriate to their developmental and cognitive level of functioning and provide services in a youth friendly manner.
- Assess young people presenting to the service and document the results.
- Provide Information, Advice and Referral to young people who are at risk of disconnection.
- Provide Case Management to young people aged who are at risk of disconnection.
- Arrange for the referral of clients to appropriate specialists or community agencies.
- Work closely with teachers, social and welfare workers, local authorities, health professionals, refuge workers, parents and, in some situations, the police.
- Provide information and referral regarding health matters affecting young people.
- Support young people experiencing difficulties at home, work, school, drug and alcohol abuse, abuse, housing, illness and other.
- Provide support and advice to young people experiencing difficulties, such as family problems, school attendance, unemployment, illness, drug or alcohol abuse and homelessness.
- Provide opportunities for young people to develop independence and community living skills and family/household management skills.
- Arrange and provide counselling and/or food, shelter or clothing
- Assist with providing services to decrease the proportion of youth requiring statutory child protection intervention.
- To participate in ongoing action research processes as a means to critically reflect on the targeting and quality of service delivery and to identify unmet and emerging need within the client group.
- Participate in a range of programs/activities during the school holidays to maintain connections for vulnerable young people.
- Provide a support service to staff and young people dealing with issues of child protection.
- Provide a referral point for young people to appropriate support service as indicated.
- Collection of appropriate, client related, data and statistics.
- Preparation of quality case notes and reports for internal and external purposes.
- Participate in Youth Week Activities as identified as relevant and suitable.

3. Education Qualifications

- Tertiary level qualifications in health, behavioural/social sciences, community services, or a related discipline that provides a sound understanding and knowledge of assessing and working with young people at risk.
- Experience working with people from a diverse range of backgrounds and differing social and cultural needs.

POSITION DESCRIPTION

4. Knowledge and Skills

- Demonstrated skills and knowledge in youth/social work theory, process, frameworks and ethics.
- Demonstrated capacity to work effectively as a member of a multidisciplinary team, to work collaboratively and establish and maintain professional relationships with all stakeholders.
- Knowledge and skills in the delivery of services to young people and the community in general.
- Knowledge of contemporary Primary Health and Mental Health issues facing young people within the community.
- Knowledge and skills in the delivery of community development services.
- Knowledge of research methods and statistics.
- Knowledge of relevant legislation including the Anti-Discrimination Act, the Disability Services Act, Privacy Act, Child Protection Act and Human Rights Act.
- Skill in utilising effective interpersonal communication techniques.
- Skill in effective group facilitation.
- Knowledge of complementary services and appropriate referral pathways.
- Skill in effectively liaising with Government, other service providers and peak bodies.

5. Work Practices

- Maintain absolute confidentiality of office, client and family details.
- Ability to build and maintain positive rapport with target individuals in the context of a professional relationship.
- Ability to work within existing legislation and defined service agreements.
- Ability to work with a high level of autonomy over a large geographic area.
- Ability to work effectively, flexibly and contribute as required within a small professional team.
- Ability to develop and implement innovative and creative solutions to problems.
- Ability to bring to the position a high level of professional integrity in relationships with clients, colleagues and complementary organisations.
- Willingness to commit to the culture and practice of continuous quality improvement.
- Willingness to work within the framework of values defined within organisation policies and procedures.
- Ability to participate in staff training events and apply the information provided to their work practices.
- Ability to practice work techniques and strategies according to Workplace Health and Safety requirements.
- Knowledge and skills in developing, understanding and effectively utilizing a budget.
- Knowledge and skills in effective program marketing.
- Skill in program administration.
- Skill in writing quality case notes, emails and reports.

POSITION DESCRIPTION

- Knowledge and skill in effective case management including:
 - Development, implementation and regular review of case plans;
 - Maintenance of comprehensive and complete client files;
 - Effective collaborative service delivery with other providers;
 - Collection of appropriate data;
 - Preparation of quality case notes and reports for internal and external purposes
 - Maintain client records Youth Support Client Information System (YSCIS)
 - Provide written monthly, quarterly and annual reports to the Chief Executive Officer and submit quarterly reports through online P2i reporting system.

6. Communication

- Ability to utilising effective interpersonal communication techniques.
- Ability to facilitate group meetings.
- Ability to consult and liaise effectively with clients, their advocates/relevant others and staff. (Verbally, non-verbally and in writing).
- Ability to write reports and document the data accurately and professionally.
- Ability to follow written instructions.
- Ability to seek guidance and counsel from supervisors.
- Ability to resolve conflicts and problem solve in an effective manner.
- Ability to communicate effectively as a member of a team.
- Ability to work effectively, flexibility and contribute as required within a small professional team.

5. Confidentiality

Ability to maintain confidentiality in all work-related matters and work according to the organisations Privacy, Dignity and Confidentiality Policy and Procedure e.g. Clients support services and personal information.

Essential Requirements

- Current Senior First Aid Certificate
- Current Class C Driver's License (minimum)
- Current Working with Children (Blue Card – updated every three years) Qld & NSW
- Current Federal Criminal History Check



POSITION DESCRIPTION

Acknowledgement

I, acknowledge that I have read and understood the key areas described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake additional duties relevant to the position that are not listed in this statement and that fall within my competency and skill set. I have received a copy of this Position Description.

(This form is to be signed by the successful candidate or position holder – not to be signed by applicants for the position).

Employee

Name:

Signed: Date:/...../.....

Supervisor/Line Manager

Signature:

SELECTION CRITERIA – YOUTH WORKER

- KSC1 Demonstrated skills and knowledge in youth/social work theory, process, frameworks and ethics.
- KSC2 Knowledge of relevant legislation relevant when working with young and vulnerable people.
- KSC3 Knowledge of present primary health and mental health issues facing young people within the community.
- KSC4 Demonstrated capacity to work effectively as a member of a multidisciplinary team, to work collaboratively and establish and maintain professional relationships with team members and relevant stakeholders.
- KSC5 Demonstrated knowledge and skills in the effective case management of young people with regard to education, employment, health and relationship issues.
- KSC6 Demonstrated ability to develop and implement innovative and creative solutions to problems that may arise in regard to service delivery to young people.
- KSC7 Possession of a Class C driver's licence.
- KSC8 Possess or willingness to apply for and attain a First Aid Certificate, Blue Card "Working with Children", Disability Suitability Worker Screening Card.