

Youth Worker Position Description

Position Title	Youth Worker
Reports and is accountable to	Residential Coordinator
Class	SCHADS Crisis Accommodation Employee
Objectives	<ul style="list-style-type: none"> • To assist the Manager with the day-to-day management of their houses, and to meaningfully engage with young people through involvement in their activities. • To provide primary care and support, assist in programming to promote the growth and development of young people and provide casework support and role modelling for the young people. • To assist the coordinator with the administrative functions of the houses. <p>This position is responsible for assisting the coordinator with house operations for each young person's day-to-day care. The Youth Worker is required to actively participate in program activities, supporting and implementing the young person's case plan and developing their personal skills.</p> <p>The quality of engagement and participation with each young person, ability of the Youth Worker to motivate and maintain each young person's development and manage any challenging behaviours is crucial to the position.</p> <p>Each Youth Worker must contribute proactively to ensure the houses in which they are employed:</p> <ul style="list-style-type: none"> • for the young people living there based on mutual respect, personal safety and security • maximises opportunities for self-determination, open communication and honest feedback • provides new and challenging opportunities for development • encourages learning, social competence, and movement towards independence • is well-organised and ordered, but not repressive or overly restrictive • facilitates community access and integration • ensures the preservation of human and legal rights and is abuse-free.
Relationships	<p>Key relationships associated with this position will include;</p> <ul style="list-style-type: none"> • Senior Managers • Case Managers • Young people in the agency's residential and support programs and their families • SHS West & Young Offenders Intervention Coordinator • Chief Executive Officer • Community Services Division of Communities and Justice • Professionals providing services to the agency's young people and their families • Professionals the agency may use in the training of staff in casework skills, • Other Taldumande Youth Services (TYS) staff. <p>In all these relationships, TYS expects a high standard of professional and ethical conduct and a commitment to the agency's philosophy, mission and values.</p>
Duties and Responsibilities	
Case Work	Support casework and the implementation of each young person's case plan in collaboration with the Caseworker, other team members, , TYS Support Services staff,

	<p>other TYS employees, FACS employees and relevant community employee members by:</p> <ul style="list-style-type: none"> • engaging with young people to develop a positive mentoring relationship • ensuring their rights and responsibilities • encouraging and monitoring their growth and development • setting appropriate tasks and challenges in accordance with their case plan • maximising each young person's decision-making capacity • maintaining family, community and cultural ties of the young person.
Life Skills Development	<p>Develop each young person's life skills through role modelling, participating with them and:</p> <ul style="list-style-type: none"> • engaging them in the sharing of household tasks such as cleaning, cooking, shopping and managing household and personal finances etc. • promoting and maintaining acceptable standards of personal hygiene and household cleanliness • becoming involved in their leisure and recreational activities • maintaining positive relationships amongst group members • establishing an appropriate balance between the needs of the individuals and the needs of the group • participating in Living Skills group programs.
Education and Training	<p>Encourage the development of each young person's educational and vocational skills by actively supporting them in:</p> <ul style="list-style-type: none"> • educational placements • training placements and activities • work experience or employment placements • any relevant courses of study.
Social Skills and Networking	<p>Encourage the development of each young person's interpersonal and social skills through actively supporting:</p> <ul style="list-style-type: none"> • their participation in a variety of community recreational and leisure activities • their involvement in community sporting activities • the development of their social networks in the community • their use of other relevant community services and facilities.
Work Environment	
Professional Conduct	<p>Maintain an effective, professional and ethical work environment through:</p> <ul style="list-style-type: none"> • establishing and maintaining appropriate personal and professional boundaries • following the TYS Code of Conduct • treating people fairly and in a non-discriminatory fashion • respecting the views of team members and young people.
Team Work	<p>Work collaboratively as a team member by:</p> <ul style="list-style-type: none"> • assisting Manager in the day-to-day operations of the house, including administrative tasks, supervision of employees on shift; efficient and effective work practices • consulting with and supporting colleagues in the work place • guiding and/or leading by example effective management techniques of young people's challenging behaviour • participating proactively in team meetings, case management reviews etc. • maintaining consistency in working with young people • contributing effectively to house policy and practice development • following established risk assessment and management procedures.
Professional Development	<p>Accept responsibility for personal professional development by:</p> <ul style="list-style-type: none"> • participating in regular supervision with the Coordinator • taking advantage of available training opportunities • participating proactively in the annual performance review system • reflecting regularly on personal work practices with particular young people • managing time effectively • participating, where appropriate, in personal and team debriefings following critical incidents.
Workplace Health and Safety	<p>It is the employee's responsibility to:</p> <ul style="list-style-type: none"> • comply with instructions given for their own safety and health, and that of others

	<ul style="list-style-type: none"> • co-operate with Management in its fulfillment of WHS legislative obligations • participate in the development of a safe and healthy workplace. • take reasonable care to ensure their own safety and health, and that of others • immediately report to the coordinator any perceived safety or health risk • report any injury or illness immediately where practical to the coordinator • not place others at risk by any act or omission • follow their supervisor's directions regarding safe work practices • use equipment safely and in a responsible manner • provide adequate supervision and direction of clients, particularly in higher risk activities • not willfully or recklessly interfere with safety equipment.
Information & Administration	<ul style="list-style-type: none"> • undertake administrative tasks in accordance with TYS policy and procedures. • check petty cash as required. • assist in the preparation of casework management with relevant employees. • review, action & ensure implementation of house emails (e.g. training, operational memos). • assist in the review and update of young person's case management files. • assist the Coordinator in case conferences/reviews/meetings etc. • oversee resident meetings and implement outcomes. • review, analyse & action risk assessments. • monitor menu planning & ensure effective and efficient spending on house shopping. • work alongside Caseworker to ensure effective living skills programs are implemented with the young people within the house. • follow up, delegate & monitor team meeting actions. • maintain house monthly calendar. • monitor & ensure action on irregular tasks such as first aid box resources, electrical tagging, update asset registers etc. <p>Maintain house records and administrative procedures by:</p> <ul style="list-style-type: none"> • completing daybooks and diaries in accordance with TYS policies and procedures • completing accurate and timely reports on critical incidents as required by TYS policies and procedures • maintaining client medical records in accordance with TYS policies and procedures • undertake reviews of young person's case files and ensure compliance with TYS policies and procedures and relevant external providers requirements • collecting any data required by TYS • ensuring the proper care and maintenance of TYS property, furnishings and vehicles in accordance with established TYS policies and procedures.
Selection Criteria	
Essential Requirements	<ul style="list-style-type: none"> • Minimum Cert IV qualifications in Youth Work or related areas • Ability to work unsupervised as well as within a team environment • Flexibility to work varying hours (including support shifts, overnight stays and weekend shifts with applicable award penalty rates) • You will be paid in accordance with the applicable award • You must be available for multiple shifts • Excellent verbal and written communication skills • Demonstrated ability in working with conflict and resolving problems • Current driver's licence • First Aid Certificate • Previous experience working in residential services
Knowledge	<ul style="list-style-type: none"> • Understanding and knowledge of issues experienced by young people and families in crisis and/or homelessness
Skills	<ul style="list-style-type: none"> • Competency to undertake the responsibilities and duties as documented in the job description are required. • The ability to work autonomously (under general supervision only) and contribute to an effective team environment are necessary.

Experience	<ul style="list-style-type: none"> • At least two years' minimum experience working in the community service sector
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Taldumande Youth services reserves the right to vary this Position Description in response to the changing needs of the organisation.

Senior Program Manager	Name:	Signature:	Date:
Youth Worker	Name:	Signature:	Date: