



Position Description

Position Title: Youth Supported Accommodation Assistance Program (YSAAP) Worker
Team: Youth Services Team
Reporting Line: Accountable to: Youth Team Leader
Responsible for the following positions: NIL

Conditions

Award: Social and Community Services Award 2000

Certified Agreement: Community Health Centre (Stand Alone Services) Multi Employer Certified Agreement 2005

Classification/Salary Range

Classification and Level will depend on skills and experience

Time Fraction

Part Time/Full Time negotiable

Employment Mode

10 week contract (to backfill staff extended leave)

Commencing February/March

Delegations

Refer to Delegations Policy

This position description is approved by:

Chief Executive Officer Signature

Date

Employee - I have read, understood and accept the following position description:

Employee's Name (please print)

Employee's Signature

Date

Organisational Context

Ballarat Community Health aims to ensure that the people of the local communities achieve the best possible health and well-being, by creating opportunities and supportive environments which empowers them to develop healthy lifestyles and prevent and manage illnesses. We strive for this through excellence in service delivery, leadership and responsiveness to the community.

Position Summary

Ballarat Youth Housing (BYH) provides a Youth Supported Accommodation Assistance Program (YSAAP) for young people between the ages of 15-25 who are homeless or at risk of homelessness. The aim of the program is to provide transitional supported accommodation and related support services, in order to help the target group to achieve the maximum possible degree of self-reliance and independence. Within this aim the goals are to resolve crisis, to re-establish family links where appropriate and to re-establish a capacity to live independently of YSAAP through a case management model of care. The program assists clients to access education, employment and training, long-term secure and affordable housing and a range of social support services. This position has shared administration and networking responsibilities with a co-worker.

Qualifications

Tertiary qualification in youth work, health, social or behavioural science

Key Tasks and Responsibilities

Service Delivery

Direct

- Support young people at risk of becoming homeless or who are homeless by:
 - Assessing the young person's needs and developing an individual support plan with the young person to address the crisis or underlying issues impacting on their wellbeing
 - Providing information, advice, and advocacy to ensure counselling support and/or referrals to youth/family services as appropriate in order to achieve resolution of the main issues which underpin the homelessness context
- Referrals are received through the Homelessness Entry Point and the YSAAP worker will offer a comprehensive assessment, provide practical support and case-management for young people wishing to enter the youth housing program
- Assist the young person to achieve their goals for a return to a stable and secure environment
- Support young people in the youth housing program by:
 - Providing advice, information and advocacy
 - Organising house meetings for residents
 - Settling disputes between residents and encourage conflict resolution skills to be developed
 - Maximising options for transition to independent living by:
 - Providing practical assistance, eg. obtaining financial support, seeking housing options and assistance in relocation and removal, and
 - Encouraging self-help and mutual support with the aim of strengthening the ability of young people in decision-making, an important aspect towards development of independent living skills
- Focus on self management principles
- Service Coordination including: initial needs identification, assessment and referrals and care planning for clients

Networking

- Liaise and establish strong working relationships with other Youth SAAP agencies and attend Youth Allocation Meetings at the entry point, youth hub meetings and regional Homelessness networking meetings
- Identify and raise current themes or trends in the area of youth support for discussion both within BCH and externally within the youth sector
- Develop clear referral pathways for SAAP clients and establish written protocols with other agencies where appropriate

Compliance

- Adhere to poison control plan where relevant
- Ensure focus on and adherence to clinical governance guidelines and procedures

Administrative

- Implement the SAAP service agreement within the SAAP program and funding guidelines
- Ensure the services are delivered in a manner that is consistent with industry standards and relevant to the client/community needs
- Participate in administrative tasks as required
- Assist in the development of the annual program budget and ensure all activities are maintained within the budget guidelines including Housing Establishment Fund (HEF), discretionary fund, petty cash and other funds that may be available for the SAAP program
- Convene team and case management meetings and participate in youth services networks
- Participate in supervision and development processes
- Contribute to the identification of service and program gaps and the facilitation of service and system response to such gaps

Health Promotion

- Participate in, develop and deliver health promotion activities in line with the Health Promotion Plan
- Work cooperatively across the teams to provide a comprehensive coordinated health promotion service

Professional Development

- Attend professional development sessions and keep up to date with current developments, theories and practises in the field

Confidentiality

- Ensure that client and staff confidentiality is respected and upheld

Computer - Use of the following packages

- Microsoft Office – Word, Excel, Power Point, Access, Publisher
- TCM (in-house training provided)
- SWITCH (in-house training provided)
- SHIP/SHORE (in-house training provided)
- VHIMS (in-house training provided)

General

- Attend meetings as required
- Other duties as directed
- Represent and promote Ballarat Community Health appropriately
- Participate in performance development plans and supervision
- Establish and maintain a cooperative working relationship with staff
- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures

CQI & Risk Management

- Participate in the organisations continuous quality improvement programs and activities
- Assist with the identification and analysis of risks within your department and the organisation

Occupational Health & Safety

- Recognise your responsibility and ensure the health, safety and well-being of yourself, colleagues and clients
- Report near misses and incidents promptly
- Participate in occupational health and safety activities
- Observe any lawful instructions regarding health and safety
- Ability to use a computer within the context of appropriate OH&S regulations
- Ability to drive a motor vehicle if required
- Ability to lift/move training equipment if required

Personal Attributes

- Effective oral and written communication skills
- Commitment to excellence and professional development
- Ability to use initiative to solve problems
- Flexible approach to work duties
- Professional attitude and presentation

Key Selection Criteria

Qualifications, & Experience

1. A tertiary qualification in youth work, health, social or behavioural science
2. Demonstrated understanding of issues pertaining to young people, homelessness and health and wellbeing
3. Experience in working with young people, particularly in regard to youth homelessness and accommodation support
4. Demonstrated skills in client assessment and case management practices
5. Demonstrated skills in program development, implementation and evaluation
6. Knowledge and understanding of Community Health aims and objectives and the social model of health
7. Current Victorian Drivers License

Skills & Attributes

1. Highly developed interpersonal, communication and problem-solving skills
2. Effective organisational, time management and administration skills
3. Demonstrated Computer Literacy Skills

The successful applicant must obtain a National police records check, satisfactory to the employer and obtain and maintain a valid employment Working with Children Check whilst employed in this position.