



Position Description

Position Title: Youth Worker (Creating Connections)
Team: Youth Services
Reporting Line: Accountable to Youth Services 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

Community Development Worker, Level dependant on skills and experience
Superannuation is additional and salary packaging is available

Time Fraction

0.5 FTE (19 hours per week)

Employment Mode

Ongoing

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

The youth worker (creating connections) provides support and assistance to young people aged 15-25 who are homeless or at imminent risk of homelessness. The primary focus of the worker is to:

- Provide comprehensive assessment and case management support for specialist areas such as employment, education, training and life skills
- Assist the young people to develop the skills and capacity to make positive decisions
- Improve their social inclusion, community connectedness and personal development
- Provide a clear pathway for young people out of homelessness

The YHAP2 (Youth Homelessness Action Plan Stage 2) program is delivered in the region by multiple agencies including CAFS, Wimmera Uniting Care and Lisa Lodge

Qualifications

Tertiary qualifications in social welfare or equivalent

Key Tasks and Responsibilities

Service Delivery

- Implement a youth-focussed program based on the key components of employment, education, training and life and living skills
- Provide comprehensive assessment and case management (including intake and referrals) and manage individual Support Plans
- Advocate for young people in the program where required
- Work closely with employment, education and training providers in order to enhance opportunities for young people at risk of homelessness
- Provide individual responses to client needs via case management support, outreach and group work specifically for employment, education and training and life and living skills opportunities
- Work closely with the young people to increase positive connections to family and community to enhance personal development
- Service Coordination including: initial needs identification, comprehensive assessment, skill development and referrals and care planning for clients
- Managing and administering the CEEP (Creating Connections Employment and Education Pathways) brokerage for the region in conjunction with the CEEP panel and team leader
- Liaise closely with the BCH Creating Connections worker (casual) for best client outcomes.
- Cooperate and liaise with other YHSS providers to ensure understanding of the program and assist with increased awareness in the broader community
- Work within the SAAP Homelessness Standards and within the Department of Human Services funding guidelines
- Out of hours work may be required from time to time
- Focus on self management principles

Reporting

- To maintain accurate notes and statistical data to meet internal and funding body requirements

Compliance

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

Administrative

- Participation in administrative duties within the BCH site

Health Promotion

- Participate in health promotion activities in line with the Health Promotion Plan as required
- 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)
- Gemba (in-house training provided)
- QIPPS (in-house training provided)
- SHIP (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. Tertiary qualifications in youth work, welfare, health, social or behavioural sciences is essential
2. Assessment and case management experience with young people, particularly in regard to youth homelessness and accommodation support is preferred
3. Sound knowledge of youth housing issues and relevant theoretical frameworks relating to homelessness for young people
4. Demonstrated skills in program development, implementation and evaluation
5. Strong computer literacy
6. Current Drivers License

Skills & Attributes

7. Proven ability to successfully work autonomously and with external departments and agencies
8. Excellent interpersonal skills with particular strength to engage a wide range of stakeholders
9. Self motivated approach to work and meeting goals and objectives
10. Capacity to successfully manage complex issues and clients
11. Ability to build and maintain effective and appropriate relationships with all relevant parties

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.