

Project Youth

1. Identifying Data

Position Title:	Labour Y - Youth Support Worker
Status:	Fixed Term 12 month contract, Full Time (subject to funding)
Location:	6 Dora Street Hurstville
Reports to:	Labour Y Manager

2. Principle Function:

As an Employer of choice, Project Youth aims to support disengaged young people to access employment through Labour Y, including addressing barriers they may face in gaining casual or permanent employment.

3. Academic Qualifications and Licences

- Qualifications in Youth Support Work, Social Science, Humanities or other relevant disciplines
- Drivers Licence and own vehicle
- Working with Children's Check
- First Aid

4. Selection Criteria

- Experience in youth service delivery
- Case management experience
- Knowledge of barriers young people face in gaining employment
- Knowledge of services available to assist young people to address barriers
- Excellent time management and organisational skills
- Experience working within a small team
- Ability to work with a diverse range of clients
- Understanding of WHS requirements
- Trauma Informed, working with Young People with Disadvantage and complex needs.
- Good communication skills
- Computer Literacy

5. Hours of Work

35 hours per week, to be worked between 6am and 8pm, Monday to Friday with flexibility required ensuring young people are attending job assignments; hours may include working occasional weekends

6. Salary

SCHADS Level 4, year dependant on experience

7. Additional Conditions

Probationary period of 3 months applies.

Participation in supervision with the Manager monthly.
Participation in team meetings as required.
Participation in monthly organisational staff meetings.
Participation in drop in and outreach as rostered.

Project Youth Inc is committed to ensuring that the working environment is one free from discrimination and harassment as required under Australian law. Staff are required to treat one another with dignity, courtesy and respect.

This is a Child-Related Position. Successful applicants must hold a Working with Children Check in accordance with the Children and Young Persons (Care and Protection) Act 1998. Successful applicants will be required to do a police check.

8. Key Responsibilities:

8.1 Participate in direct service delivery and provide timely support, advice, information, and/or referral services to young people participating in Labour Y

Duties

- Assess the needs of young people wanting to participate in Labour Y and make recommendations for support to ensure successful participation in Labour Y
- Provide casework support to young people in the program
- Implement case plans for each young person participating in Labour Y
- Ensure young people attend work assignments including providing lifts to and from work as required, and organise replacements if a young person fails to turn up or calls in sick
- Work with the Manager to determine which young person would suit the work that is on offer
- Provide feedback to the young person about their work performance and implement performance improvement strategies, if required
- Advocate for young people as permanent employment opportunities arise
- Provide feedback to Manager on the job site from own and young person's observations as required.
- Completion of case notes, incident reports and data systems
- Provide training on resume writing, applying for a job and workplace behaviour to young people
- Organise industry training as required (eg. White Card, forklift courses etc)

8.2 Participate in administrative, quality improvement and accountability requirements.

Duties

- Participate in organisational processes with the Manager including annual reviews and service planning, evaluation and improvement.
- Attend and participate in all staff, team and casework review meetings.
- Contribute to the monthly project report and annual report.
- Contribute to and work within Project Youth Policies and Procedures.
- Identify needs and opportunity for self-improvement and development.
- Accurately record and contribute to data collection requirements.

8.3 Occupational Health and Safety

Duties

- WHS training, compliance and reporting requirements maintained.
- Ensure safety plans developed in consultation with employees and participants.
- Promote WHS and Rehabilitation by example.

8.5 Other
<i>Duties</i>
<ul style="list-style-type: none">• Participation in monthly drop in as per a rostered system and events• Other responsibilities as directed.