



## OUTREACH WORKER POSITION DESCRIPTION

### 1. Identifying Data:

**Position Title:** Outreach Youth Worker

**Status:** Part Time (16 hours per week)

**Grade:** SCHADS Level 4, Paypoint dependent upon experience and qualifications

**Reports to:** Early Engagement Manager

### 2. Principle Function:

To deliver the services provided by the Outreach Team including information, referral, case management, street based outreach, drop in, generalist activities and events.

### 3. Academic Qualifications and Licences:

**Essential:**

- Tertiary qualifications in Social Work, Youth Work or other related Social Science
- Drivers Licence and access to own vehicle

### 4. Experience and skills:

- Experience and skills in case work
- Experience in Street Based Outreach
- Experience in youth service delivery, including street based outreach.
- Knowledge of relevant legislation
- Knowledge of youth related social issues and service models
- Understanding of WHS requirements
- High level of written and oral communication
- Competence in Microsoft Office, Internet and Email

### 5. Key Responsibilities:

#### 5.1. Project Operations

- Obtain and maintain a good understanding of guidelines, protocols and legislation relevant to the areas covered by the project.
- Develop and maintain strategic partnerships and collaborate with community stakeholders, government and non-government service providers to ensure ongoing program development and improved outcomes for clients.
- Work with key stakeholders such as local police and Councils to identify 'hot spots' within the community that local young people frequent.

**5.2. Participate in direct service delivery of street based outreach, events and activities.**

- Prepare Outreach casual roster and liaise with casual outreach staff
- Meet data recording and collection, and report writing requirements.
- Manage and deliver events such as Australia Day, Youth Week, Muck up day.
- Provide case management support for young people where appropriate.
- Collaboration with and participation in local government initiatives to address social issues affecting young people.

**5.3 Drop in and Court Support**

- Co-ordinate Thursday night drop in
- Engage with and supervise young people participating in programs, activities and events
- Run activities for young people accessing drop in
- Ensure the collection of shift statistics

**5.4. Human Resources and Professional Development**

- Participate in performance management system
- Identify needs and opportunity for self-improvement and development.
- Work with Early Engagement Manager in the development of own work plan
- Understand and implement EEO Principles and Practices.

**5.5. Administration**

- Prepare monthly Outreach report for the Project Youth Board.
- Contribute to the organisation's annual report.
- Contribute to and work within Project Youth's policies and procedures.
- Accurately record and contribute to data collection requirements.

**5.6. Work Health and Safety**

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

**6. Additional Conditions:**

Hours of work include Tuesdays 9am – 1pm (Sutherland Shire only) Thursday 12pm – 8pm and Friday night 6pm – 10pm street based Outreach.

A 3-month probationary period applies.

Salary Packaging is available following successful completion of the 3-month probationary period.

This is a Child-Related Position. Successful applicants shall undergo a Working with Children Check in accordance with legislative requirements.