



1. Identifying Data

Position Title: Youth Support Worker
Status: Permanent
Location: Crisis Refuges
Reports to: Coordinator

2. Principle Function:

To assist young people who are homeless or at risk of homelessness obtain sustainable accommodation through broad and flexible service models.

3. Academic Qualifications and Licences

- Qualifications in 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 particularly in a residential setting
- Case management experience
- Excellent time management and organisational skills
- Experience working within a small team
- Ability to work with a diverse range of clients
- Groupwork skills
- Understanding of OHS requirements
- Good communication skills
- Computer Literacy

5. Hours of Work

35 hours per week, on a rotating roster including overnight and weekend shifts

6. Salary

SCHADS Level 4, year dependant on experience

7. Additional Conditions

Participation in supervision with the Coordinator monthly.
Participation in team meetings as required.

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 shall undergo a Working with Children Check in accordance with the Children and Young Persons (Care and Protection) Act 1998 prior to commencing employment.

8. Key Responsibilities:

8.1 Participate in direct service delivery and provide timely support, advice, information, and/or referral services to young people at risk who require assistance.

Duties

- Facilitation and management of shared home living environment
- Casework support to young people in the residence
- Operation of intake information and referral service during designated hours.
- Assess needs of young people and their families who make contact with the project.
- Provide information to young people, carers, community members and other services who come into contact with the agency on a range of issues.
- Working with young people to advocate and ensure access to services and entitlements.
- Life Skills programs for young people who are 'at risk' or are homeless.
- Participation and delivery of collaborative life skills group work program.
- Provide a safe, supportive environment for clients to reside
- Completion of case notes, incident reports, Social Impact tracker and day book

8.2 Participate in administrative, quality improvement and accountability requirements.

Duties

- Participate in organisational processes with Coordinator including monthly supervision, performance appraisals 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 PYi 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

Duties

- Other responsibilities as directed