

# Position Description

<b>Title</b>	School Focused Youth Services Project Worker
<b>Business Unit</b>	Child, Youth & Families
<b>Location</b>	185 Baillie St, Horsham, Victoria, 3400
<b>Employment type</b>	Part Time (0.6 FTE) Fixed Term to December 31st 2021
<b>Reports to</b>	Team Leader, Child Youth & Family

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## 1. Position purpose

The purpose of this role is to undertake a range of project work to support the School Focussed Youth Service (SFYS) Program. SFYS is a state-wide program of the Department of Education and Training (DET) auspiced in this region by Uniting Wimmera.

Through School Focussed Youth Service (SFYS), schools and community organisations work together to support young people from Grade 5 to Year 12 who are attending school but are vulnerable to or showing signs of disengagement from school, to remain connected to education.

## 2. Scope

### Budget:

- Nil

### People:

- Nil

## Position Description

### School Focussed Youth Services Project Worker

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## 3. Relationships

### Internal

- Senior Manager, Child Youth & Family Wimmera Ballarat
- Team Leader, Child Youth & Family Wimmera Ballarat
- Child Youth & Family Team Wimmera Ballarat
- Uniting staff

### External

- Department of Education and Training (DET)
  - Wimmera Southern Mallee LLEN
  - Public, private and independent primary and secondary schools in the LGAs of Horsham, West Wimmera, Hindmarsh and Yarriambiack
  - External agencies, local governments and service providers
  - SFYS workers across Victoria
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## 4. Key Responsibility Areas

### Service Delivery

- Attend specific DET and SFYS state-wide meetings.
- Identify the needs of the target group through initiating or attending existing consultations with local and regional stakeholders such as: DET Student Support Service Officer (SSSO) in the West Grampians Region, schools, agencies, individuals and families.
- Assist in identifying the appropriate services and programs that could assist in each case while avoiding duplication of services already offered.
- Provide a coordinated approach in bringing the services together to address the needs of the target cohort.
- Utilise funding to increase the capacity of services and programs in providing outreach in rural and remote areas.
- Assist in the development of effective protocols and linkages between agencies and schools where appropriate for improved outcomes for young people at risk.
- Consult widely in the planning, development and evaluation of the service's programs and policies according to policy and procedures.

### Administration

- Provide relevant reports in a timely fashion to DET and the agency to a professional standard.
- Assist in the preparation of funding submissions as required.
- Prepare written and verbal reports as required.
- Align service delivery and reporting with the existing Common Funding Agreement schedule

### Quality and Risk

- Align with service delivery principals and adhere to evidence-based strategies including measurable outcomes for vulnerable and disadvantaged young people.
- Where possible, promote the involvement of young people in the planning, organisation and review of programs and services.
- Ensure appropriate service, program and project planning, evaluation and reviews are undertaken.

### Personal Accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.

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### School Focussed Youth Services Project Worker

- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
  - Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
  - Identify opportunities to integrate and work collaboratively across teams.
  - Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
  - Promote a positive safety culture by contributing to health and safety consultation and communication.
  - Promptly respond to and report health and safety hazards, incidents and near misses to line management
  - Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
  - Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
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## 5. Performance Indicators

- Completion of all required program reporting to deadline according to School Focused Youth Services 2021 Guidelines and Common Funding Agreement
  - Suitable targeted interventions and/or capacity building activities are identified by working with local Department Area team and schools through the planning process
  - Demonstrated oversight of delivery of funded targeted interventions and capacity building activities
  - Measurement of the impact of targeted interventions and capacity building activities
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## 6. Person specification

### Qualifications

- Tertiary level qualification and/or relevant experience in community development, social work, youth work, sporting industry, health sector or similar (preferred).

### Experience

- Demonstrated experience working with young people and school communities.
- Proven experience in project work, preferably within the community services sector.

### Core selection criteria

- Values alignment: ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- Willingness and ability to be a contributing member of the Child Youth and Families Wimmera Ballarat Team.
- An understanding of the relevant legislation and current policy relating to the care of children and families.
- Ability to plan, enact and review program performance.
- Demonstrated experience in the establishment and facilitation of effective networks.
- Proven ability to practice ethical dealings with schools and community organisations.
- Demonstrated willingness and capability to collaborate and advocate with parties relevant to this program.
- An ability to work autonomously with minimal supervision.
- Capability to provide quality written and verbal communications.
- Ability to set priorities, plan, organize, evaluate own work and meet deadlines.
- Ability to oversee the appropriate allocation of funding within administrative guidelines.

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- Demonstrated communication, negotiation, networking and consultative skills with a wide range of youth and community agencies.
  - Extensive knowledge of current strategies supporting young people at risk.
  - Well-developed conceptual, organisational, planning and evaluation skills.
  - Demonstrated ability to facilitate external funding opportunities and to develop and manage creative projects.
  - Well-developed liaison skills in dealing with community agencies, government departments, peak bodies and school communities.
  - Demonstrated understanding, appreciation and practical application of theoretical frameworks of education and youth work.
  - Well-developed ability to apply group work procedures and practices.
  - Proven experience and ability to provide direction, strategy formulation and policy development.
  - Certificates, licenses and registrations: Current eligible motor vehicle licence to drive in Australia; current National Police Record Check; and current Working with Children Check.
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## 7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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## 8. Acknowledgement

**I have read, understood, and accepted the above Position Description**

### Employee

Name:

Signature:

Date: