

# Position Description



<b>Title</b>	Support Worker, Creating Connections
<b>Business Unit</b>	Youth Support and Homelessness
<b>Location</b>	185 Baillie Street, Horsham Victoria 3400
<b>Employment type</b>	Ongoing   Part-time (30.4 hours per fortnight)
<b>Reports to</b>	Program Leader of Youth Support + Alcohol and other Drugs Clinicians

## 1. 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 at risk of or are experiencing homelessness, drug and alcohol (addiction issues) 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 celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, 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

## 2. Position purpose

Supports young people aged 15-25 at risk of homelessness develop and create connections and pathways into education, training and employment with a strong focus on early intervention to promote independence.

## 3. Scope

### Budget:

CEEP Brokerage

### People:

nil

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## Youth + Family Reconciliation Worker



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### 4. Relationships

#### Internal:

- Members of the Youth Support, Alcohol and Other Drugs and Homelessness team
- Program Leader Youth Support + Alcohol and other Drugs Clinicians
- Manager of Client Engagement (Intake), ChildFIRST, AOD and Homelessness Services.

#### External

- Education, training or employee providers
  - Pathways to community services
  - Other community service organisations or groups
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### 5. Key responsibility areas

#### Service delivery

- Work under the general direction of the Program Leader in the application of procedures, methods and guidelines which are well established
- Carry a caseload of clients as negotiated with Program Leader and undertake intake services as required.
- Demonstrate problem solving using knowledge, judgment and work organisational skills acquired through qualifications and or previous work experience
- Use initiative in the application of established work procedures and may require the employee to establish goals/ objectives and outcomes
- Provide one-to-one and family session support that is confidential, free, voluntary, short term and solution focused
- Prepare and provide living skills workshops that are designed to promote personal growth, responsibility and self-management
- Provide Community Development in the form of networking, presentations, workshops, and provision of information related to homelessness, early intervention and prevention
- Undertake responsibilities and provide services using a Best Interest Framework to ensure the best outcomes for clients
- Work within the creating Connections guidelines including Wimmera Pathways Project.
- Participate in relevant service networks and work in partnership with other agencies and funding bodies to continually improve and develop quality services
- Work towards targets as set out in the funding guidelines
- Manage CEEP brokerage including expenditure, admin and acquittal reporting.
- Complete necessary client contact and session documentation in accordance with program guidelines
- Participate in/or lead shared support plan meetings as required to ensure the best outcomes for the client
- Undertake other duties and functions as directed by Program Leader or Manager, with current level of skills and classification

#### Administration and reporting

- Complete all case notes in accordance with the organisations case noting policy

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### Quality and risk

- Ensure all legal, funded and statutory requirements pertaining to the position are met including serious incidents, reportable conduct and mandatory reporting (child safety), MARAM, Information Sharing Scheme's CISS and FVISS
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks
- Identify and report risk to direct supervisor and other mandatory reporting bodies as per legislation and organisation requirements
- Identify and adapt best practice benchmarking indicators to the delivery of services.
- Foster and promote a continuous learning environment that responds to the needs of services
- Identify and assist in the solution to any communication and workflow problems observed by suggesting improvements and enhancements to existing systems and processes in accordance with Uniting Wimmera procedures
- Identify and participate in personal development that ensures the continuing high delivery of services
- Actively participate in regular supervision and annual performance plan reviews
- Assist with the development and implementation of Uniting Wimmera policies and procedures and continue to evaluate to direct high level service delivery
- Manage work practices to ensure reasonable care is taken for own health and safety and the health and safety of others
- Comply with all relevant legislation and regulatory requirements, industry codes and standards and Agency policies and procedures
- Assist with and support internal and external audit processes
- Identify, manage and report risks, hazards, incidents or other concerns affecting day to day activities within the Agency, Program or Service area and continually improve work practices
- Attend mandatory, core and other safety related training including induction.

### 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.
- 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.

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- 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.

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### 6. Performance indicators

- Meet DHHS funded Targets
- Compliance with DHHS audit requirements
- Demonstrating Uniting's Purpose and values

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### 7. Person specification

#### Qualifications

- Tertiary qualifications, Diploma and / or substantial years of relevant experience in a human services, welfare, youth work or social services role

#### Experience

- A sound knowledge of the underlying principles of the Children, Youth and Families Act 2005
- Knowledge of the statutory requirements related to working with young people and their families
- Proven experience working with vulnerable young people
- Experience working within the young people and families

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
  - **Statutory knowledge:** An understanding of the relevant legislation and current policy relating to the care of children and families.
  - **Client focused:** an understanding of the complex issues that may lead to a young person/s unstable accommodation/homelessness. Barriers to the young person accessing services and/or completing tasks. Ability to respond in a manner that is engaging, flexible and sensitive to individual needs
  - **Culturally aware:** values diversity in the delivery of services to young people and families including but not limited to those from CALD and indigenous backgrounds
  - **Inclusivity:** Understanding of issues related to individuals who might otherwise be excluded or marginalized and a commitment to working with these groups
  - **Teamwork:** provide proactive support to others, contribution to the continuous improvement of a positive, collaborative and effective work environment
  - **Professionalism:** An ability and commitment to working cooperatively internally and with existing agencies in the delivery of services to young people
  - **Flexible:** When you're flexible, you're versatile, resilient and responsive to change. Changes in the community services sector are ongoing and the ability to be flexible assist in the ease of transitioning between stages.
- Other key success factors:**
- Sound knowledge and/or understanding of youth and families experiencing homelessness
  - Competent computer skills.
  - Excellent oral and written communications skills, including experience in the preparation of case noting, reporting and client records.

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- Excellent communication skills and interpersonal skills demonstrated through examples of working successfully to gain the co-operation of colleagues and clients.
- Sound judgment and problem-solving skills to contribute to the planning and development of the service.
- Demonstrated commitment to professional development, employee orientation and training.
- Knowledge of the statutory requirements related to Youth Support programs.
- Proven reporting, time management and administrative skills.
- Demonstrated commitment to professional development, employee orientation and training.
- An understanding of and commitment to the programs of Uniting Wimmera
- **Certificates, licenses and registrations:** current eligible motor vehicle license to drive in Australia; current National Police Record Check; and Working with Children Check.

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#### 8. 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 Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **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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#### 9. Acknowledgement

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

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>