



POSITION DESCRIPTION

We encourage applications from First Nations people, culturally and linguistically diverse people, people with disabilities, neurodiverse people, and people of all genders, sexualities, and age groups.

1. Identifying Data:

Position Title:	Youth Support Worker
Status:	Part-time
Salary range:	SCHADS level 4
Location:	Sutherland
Reports to:	Practice Lead – Crisis Housing

2. Principle Functions:

To assist young people who are experiencing homelessness using trauma informed and person-centred service models. The refuge program is a 3-month program which provides 24/7 wrap around support to the young people residing at the property. Our goal is to prepare and empower young people to transition to their chosen exit option as well as supporting them in achieving any goals they have identified for themselves, including restoring support relationships with family and community

3. Academic Qualifications and Licences:

Qualifications in Social Science, Humanities or other relevant disciplines and/or relevant experience

4. Selection Criteria:

Essential

- Experience in youth service delivery and understanding of youth social issues
- Demonstrated skills in support planning with young people, including outcomes-based goal setting
- Proven ability to work as part of a team as well as individually
- Excellent time management and organisational skills
- Proven ability to build rapport and trust with young people whilst maintaining appropriate boundaries
- Proven ability to work with a diverse range of young people
- Proven ability in taking referrals and conducting assessments based on individual needs
- Critical thinking skills
- Understanding of WHS requirements
- High level of written and oral communication
- Computer literacy
- Understanding of trauma informed practice and a person-centred approach
- Drivers licence and own vehicle
- Current Working with Children's Check
- Current National Police Check
- Proof of Covid-19 vaccination

Desirable

- Current First Aid certificate
- Experience working in a residential setting
- Experience in preparing support notes into a client database

5. Hours of Work:

This part-time role is made up of two shifts per week, and an average 12 hours per week, on a rotating roster including overnight and weekend shifts. This role falls under Project Youth's Lone Worker Policy, as only one staff member is rostered at a time.

6. Salary:

Social, Community, Home Care and Disability Services Industry Award Level 4 - Pay point dependent on experience

7. Additional Conditions:

Salary Packaging is available.

- Participation in regular supervision with the Practice Lead – Crisis Housing
- Participation in regular team meetings and organisational staff meetings when required
- Participation in awareness raising community events and assistance in organising events when required

Project Youth 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 legislative requirements.

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.

Operation of referral and intake during designated hours.

Using assessment tools to assess the needs of young people who contact the program

Provide information, advice and guidance to young people, families and carers, community members and other services who come into contact with the program on a range of issues.

Working with young people to advocate and ensure access to services and entitlements.

Supporting the development of life skills and social skills through support tasks, household activities and spending time with the young people.

Provide a safe and supportive environment for young people to reside in.

Completion of CIMS notes, incident reports, safety plans, and handover documents.
Ensure safety and provide duty of care for all young people and staff during situations of crisis.
Facilitate house meetings that provide young people with voice and choice
Prepare support plans as well as conduct regular reviews in collaboration with the young people.

8.2 Participate in administrative, quality improvement and accountability requirements.
Duties
Participate in organisational processes with Practice Lead including scheduled supervision, performance appraisals and service planning, evaluation and improvement.
Attend and participate in all staff meetings, as required.
Accurately record and contribute to data collection requirements and contribute to the monthly project report and annual report, where required.
Contribute to and work within policies and procedures of Project Youth, as well as NSW legislation, including but not limited to privacy and confidentiality policies.
Participate in mandatory training per the Workforce Development Policy.
Audit young people files to ensure data compliance and quality of support.

8.3 Occupational Health and Safety
Duties
WHS training, compliance and reporting requirements maintained.
Ensure safety plans developed in consultation with employees and participants.

8.4 Other
Duties
Other responsibilities as directed