

ST JOHNS YOUTH SERVICES

JOB DESCRIPTION



ST. JOHN'S
YOUTH
SERVICES
INCORPORATED

1. **TITLE OF POSITION:** Youth Worker
2. **CLASSIFICATION LEVEL:** 3 Federal SA C.A.S.H. Award
(Crisis Accommodation and Supported Housing Award)
3. **SECTION/ PROGRAM:** Residential Emergency Accommodation
Young women and children's service - Chisholm Place, or
Young men's service - Burdekin Place
4. **POSITION OBJECTIVES:**
 - (a) **Objectives of position**
Provide an environment of care to enhance the social and living skills of young people in the accommodation service that meets the physical, emotional and developmental needs of young people.
 - (b) **Within Emergency Accommodation Service**
Contribute to the delivery of services to young people that facilitate their development and progression towards:
 - age appropriate independent living
 - long term supported accommodation
 - semi-supported living, or
 - return to their home environment
5. **REQUIREMENTS OF THE JOB:**
 - (a) **Skills required:**
Senior First Aid Certificate
Driver's Licence
House-keeping (budgeting, cooking, cleaning)
 - (b) **Knowledge required:**
Knowledge and understanding of the key issues pertaining to homelessness
Knowledge and understanding of community issues related to the needs of young people
 - (c) **Experience and/or qualifications and/or training:**
Experience in Residential or crisis setting with young people
Experience in working with young people in youth service, or
Extensive experience in community services in related field
Community Services Youth Work (or similar) Diploma
Degree in Youth Work, Social Work or allied profession desirable

6. RESPONSIBILITIES & DUTIES

6.1 Service Provision:

Maintain an appropriate level of care, safety and supervision of young people by:

- being cognisant of agency priorities, objectives and policies in area such as client rights and social justice
- providing a safe and caring living environment for young people
- undertaking admission procedures, case co-ordination and liaison with other services as appropriate in conjunction with the staff team
- providing direction to young people in accordance with an administratively defined approach to behaviour management
- escorting and supporting young people attending relevant appointments where necessary and appropriate

Enhance the social and living skills of young people in the residential services to facilitate their transition to appropriate accommodation by:

- modelling appropriate behaviour
- advocating for, and referring young people to those services appropriate to their needs
- promote and encourage positive relationships with parents, family members and other persons significant to their well being in the community
- develop and implement with young people activities which introduce practical living skills, how to settle disputes without violence, how to make choices and decisions and how to take responsibility for their actions
- provide opportunities for young people to experience success and to realise their full potential and facilitate an increased awareness of educational training and recreational activities where appropriate

Recognise and maintain the rights of young people by:

- encouraging the active participation of young people in all aspects of the service's activities through maintaining an awareness of the dynamics of the worker / client relationship and seeking to empower the young person
- ensuring the provision of, and access to services free from discrimination
- ensuring the provision of adequate nutrition and clothing
- providing care, guidance, support and supervision in a respectful and appropriate manner

Recognise and maintain the rights of young people by:

- provide an unbiased consideration of young people's opinions and wishes and protection from physical and emotional harm and exploitation
- demonstrating respect and understanding regarding young people's cultural and religious characteristics

Ensure the safe, efficient, hygienic and comfortable running of the service by:

- preparing nutritious meals, and ensuring the safe storage of food
- maintaining a high level cleanliness in the service, including the cleaning and preparation of vacated rooms, the routine cleaning of all common areas and staff facilities
- undertaking minor maintenance as appropriate as soon as possible, or reporting maintenance problems to the Manager or Chief Executive Officer
- undertaking the laundering and storage of linen
- participating in the preparation of shopping lists, and undertaking shopping for the services requirements as needed

o **Professional:**

Assess and respond to the individual needs of young people in the service to increase their chances of progress and development towards independence by:

- acting as a source of information to young people using the service
- sensitively obtaining information from young people about their present situation, for example health, education, family or cultural background
- reporting (both written and oral) on observations and assessments of the young person's circumstances to facilitate the development of a case plan which addresses their specific needs.
- participating in relevant panels and conferences for young people, and advocating for their involvement
- provide support and counselling to young people

Contribute to the delivery of activities and services that facilitate development and progression towards independence by:

- participating, with other staff, key professional and inter-agency personnel, in the planning, implementation and monitoring of a young person's program
- encouraging and advocating for a young person's involvement in educational, vocational and recreational activities at an inter-agency level
- actively participating in, and modelling a range of activities and living skills with young people, including the preparation of meals, cleaning and laundry duties, and encouraging personal hygiene

Participate in the maintenance and the development of the service's objectives by:

- actively participating in regular staff meetings
- providing verbal and written reports
- contributing to the evaluation and assessment of service programs and processes
- participating in those activities which aim to enhance team cohesion

Participate in supervision and undertake relevant staff training and development courses.

6.3 Administration:

Responsible for day-to-day recording of household activities and client information by:

- ensuring the correct recording of admission data
- making entries to client files to record relevant confidential information
- recording incidents, service delivery issues and relevant household events in the log book, recording petty cash expenditure as it occurs
- participating in the recording of data

7. ORGANISATIONAL RELATIONSHIPS

Responsible, and reports directly to, the Service Manager/s, and is accountable to the Chief Executive Officer.

8. EXTENT OF AUTHORITY

Able to purchase goods within the procedures for the service as authorised by the Service Manager by:

- shopping for food and cleaning items on shopping list
- using the household cash float for client expenses as appropriate
- vehicle expenses such as fuel and oil
- purchasing household goods to replace worn or missing items, for example linen

9. SPECIAL CONDITIONS

Shift work applies.

A current (within three months of receipt of application) Police Clearance is essential.

ACCEPTED BY:

Youth Worker

Signature:

APPROVED BY: Wendy Malycha
Chief Executive Officer

Signature

