

JOB DESCRIPTION

1. **TITLE OF POSITION:** Case Worker
2. **CLASSIFICATION LEVEL:** Level 1
Social, Community, Home Care and Disability Services Award
3. **SECTION / PROGRAM:** Foyer Port Adelaide
4. **POSITION OBJECTIVES:**
 - (a) **Objectives of position**
Provide an environment of care to enhance the social and living skills of residents at the Foyer that meets the physical, emotional and developmental needs of young people.
 - (b) A commitment to build a shared culture has been established with the shared Foyer Vision. This position will be actively involved in bringing this vision to life in an ongoing journey with all partners and all community.
 - (c) **Within the Foyer**
Contribute to the delivery of services to young people that facilitate their development and progression towards:
 - age appropriate independent living
 - long term independent accommodation
 - vocation, education and training opportunities
 - personal growth, community involvement, and social, recreational activities.
5. **REQUIREMENTS FOR THE JOB:**
 - (a) **Skills required:**
Case Work
House-keeping (budgeting, cooking, cleaning)
 - (b) **Knowledge required:**
Knowledge of the principles of case work
Knowledge of the foyer model of service
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:**

Required:

- Degree in Social Work or allied profession
- Senior First Aid Certificate
- Driver's Licence
- DHS Child Related and Vulnerable Person's Screening

Desirable:

- Experience in working in a Foyer
- Extensive experience in community services in related field
- Experience in working with young people

6. RESPONSIBILITIES AND DUTIES

6.1 Service Provision:

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

- Being cognisant of St John's Youth Services and partner priorities, objectives and policies in areas such as client rights and social justice
- Providing a safe and caring living environment for young people
- Undertaking case coordination and liaison with other services as defined within the Stay Strong Plan, in conjunction with the employee 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 at the Foyer to facilitate their transition to appropriate independent 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 wellbeing in the community
- Develop and implement with activities for young people that 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, 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 Foyer activities including group 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 young person maintains 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, religious

and sexual characteristics.

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

- Supporting young people to prepare nutritious meals where appropriate
- Maintaining a high level cleanliness in the service, including the cleaning and preparation of vacated rooms, the routine cleaning of all common areas and employee facilities
- Undertaking minor maintenance as appropriate as soon as possible, or reporting maintenance problems to the Service Manager or SA Housing Authority as appropriate.

6.2 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:

- Supporting and implementing strategies as defined in agreed Stay Strong Plans
- 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 where needed.

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

- Participating, with other employees, 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 and within the community
- Actively participating in, and modelling a range of activities and living skills programs with young people as facilitated by the team

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 information on progress toward goals in Stay Strong Plans
- Making entries to client files to record relevant confidential information
- Recording incidents, service delivery issues and relevant events in the log book, recording petty cash expenditure as it occurs
- Participating in the recording of data including h2H

7. ORGANISATIONAL RELATIONSHIPS

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

Is directed by Service Manager in relation to the support and implementation of Stay Strong Plans

8. EXTENT OF AUTHORITY

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

- 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 light globes

9. SPECIAL CONDITIONS

Shift work applies. On-call duties for filling of shifts may be required.

Occupant: Name:.....
Case Worker

Signature: Date:

Supervisor: Name:
Manager

Signature: Date:

Approved by: Wendy Malycha



Position: CEO | St John's Youth Services