

## JOB DESCRIPTION

1. **TITLE OF POSITION:** **Youth Transition Worker: Prevention**
  
2. **CLASSIFICATION:** **Level 4 (Social)**  
Social, Community, Homecare and Disability Services Industry Award
  
3. **SECTION / PROGRAM:** **Keeping my Place**
  
4. **POSITION OBJECTIVES:**

To provide intensive support to young people aged 17-25 years, (and their children where applicable), who identify that their tenancy is at risk. To utilise a practical support approach to create an environment where young people are equipped with the life skills and lifestyle habits necessary to maintain independent accommodation and healthy wellbeing.
  
5. **REQUIREMENTS OF THE POSITION:**

**(a) Skills required:**

  - Ability to utilise a professional approach to engage with young people and their children while maintaining professional boundaries.
  - Ability to engage and form relationships with community stakeholders e.g. real estate agents, community organisations, government agencies, educational facilities.
  - Ability to provide holistic and flexible case management to young people and their children utilising an empowerment approach.
  - Ability to assist young people to reach their goals through the provision of thorough assessment, monitoring and evaluation.
  - Ability to provide direction, guidance and support to young people by modelling responsible adult behaviour and independent living skills (i.e. cleaning, budgeting, shopping, cooking and personal hygiene, clear communication).
  - Ability to confidently challenge inappropriate and/or unsafe behaviour and capacity to provide alternatives.
  - Report writing skills of a high standard.
  - Proficient skills in negotiation, mediation and advocacy.
  - Ability to effectively utilise finances within the budgetary parameters of the project (i.e. when purchasing items utilising program funding).
  - Ability to work effectively with minimal supervision, to prioritise tasks and meet deadlines

**(b) Knowledge required:**

  - Knowledge of processes to address the complex needs of young people by providing motivation and encouragement to work towards their life plan goals.
  - An understanding of the key issues pertaining to young people and their experiences of disadvantage and the issues that may put their tenancies at risk.

- Knowledge and understanding of child and adolescent development principles.
- Knowledge and understanding of the need to maintain professional boundaries with young people and children.
- An understanding of the need for culturally competent practice when working with First Nations young people.
- An understanding of the need for culturally competent practice when working with young people from culturally and linguistically diverse backgrounds.
- Knowledge of the range of services available to young people who are experiencing socio-economic disadvantage.
- Knowledge of Residential Tenancies regulations and private rental issues.
- Knowledge of Work, Health and Safety legislation.
- Knowledge of the Children's Protection Act 1993.

**(c) *Experience and / or qualifications and / or training required:***

**Essential:**

- Relevant tertiary qualifications in behavioural or social sciences or a minimum of three years' experience in the human services field *or* a similar position.
- Current Driver's Licence.
- Current DHS Working with Children Check.
- Current Child Safe Environment Training.
- Ability to demonstrate competent practice regarding professional boundaries.

**Highly desirable:**

- Experience in housing or real estate sectors.
- Experience in developing and implementing small projects or group activities.

**6. RESPONSIBILITIES & DUTIES**

**6.1 Overview:**

At all times the Youth Transition Worker (Prevention) must maintain awareness of, and comply with:

- The procedural and policy conduct guidelines for working with young people both within and outside of the organisational environment, for example:
  - in the young person's home,
  - during transport,
  - while shopping
  - at appointments or any other activity supporting them in achieving their goals; and
- Case management procedures detailed in the organisation's policies and guidelines.
- Adhering to the national safeguarding principles to ensure the safety and wellbeing of young people in all interactions and environments.

**6.2 Facilitate maintaining a successful tenancy through:**

***Focussing on the agreed obligations established within the young person's individual Stay Strong Plan such as:***

- Assisting them in securing the ongoing tenancy, i.e. provide transport, advice and support

to secure ongoing lease, negotiate with landlord, utilities, health supports and debt negotiation and support.

- Providing direction, guidance and role-modelling appropriate behaviour and communication skills, and challenging behaviours that are unsafe or inappropriate.
- Assisting young people to establish and reach educational, employment and life goals.
- Assist young people to actively participate in their communities.
- Make house visits in accordance with the Transition Contract.
- Provide intensive support to build capacity to live independently and maintain community standards.
- Demonstrating safe, effective and positive approaches to conflict resolution.
- Provide timely recognition and encouragement of achievements.
- Provide case management support to young parents with children, enhance the social and living skills of young parents and their children, and provide links to mainstream child and parent services.
- Utilise an empowerment approach to recognise the strengths and skills of young people in relation to their Stay Strong Plan goals and the achievement of these goals.

### **6.3 Professional duties**

***Address the individual needs of each young person to build their confidence and enhance their chances of maintaining independence by:***

- Educating and informing them of opportunities regarding services, programs and activities to encourage their active participation in the community to enhance self-esteem and to build a sense of community identity.
- Engaging sensitively with them to obtain relevant information about their progress, present situation and future aspirations.
- Advocating on behalf of young people and their children to other agencies.

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

- Ensuring accurate documentation to demonstrate accountability within the Transition Contact and the funding agreement.
- Contribute towards the development of the Keeping my Place program through team meetings, planning days, and participation in policy development.
- Contributing to the evaluation and assessment of service delivery models.
- Participating in activities that aim to enhance team cohesion.
- Actively participating in regular supervision.
- Undertaking relevant employee training to ensure ongoing professional development.

### **6.4 Administration:**

***Responsible for the documentation of client information and activities undertaken, including:***

- Ensuring the accurate recording of all relevant client information (e.g. database, client notes, incident reports, service delivery issues, Stay Strong Plan goals, expenditures etc.), whilst upholding organisational principles regarding confidentiality.
- Recording incidents, service delivery issues and relevant household events in the appropriate locations/format(s).

***To be responsible, in consultation with Program Manager to:***

- Ensure the target group consistently remains within the Programs' eligibility criteria.
- Utilise program funding effectively and efficiently.
- Maintain organisational policies and procedures.

## **7. ORGANISATIONAL RELATIONSHIPS**

The Youth Transition Worker is responsible and reports directly to the Program Manager and is accountable to the CEO.

## **8. EXTENT OF AUTHORITY**

***Able to purchase goods within the procedures for the project as authorised by the Program Manager or the CEO by:***

- Shopping for Home Package items.
- Purchasing household goods and/or other items relevant to the project within the parameters of the budget.
- Vehicle expenses (e.g. petrol, fuel and oil).

## **9. SPECIAL CONDITIONS**

- All transportations are to be undertaken in a St John's Youth Services vehicle.
- After hours work may apply.
- Minimum of three references is essential.

**Occupant:** Name: .....

Date of appointment: .....

Signature: .....

**Supervisor:** Name: .....

Signature: .....

**Approved by:**

**Name:** **Nicole Chaplin**

**Position:** **CEO**

**Signature:**