

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 Contract 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: