



## Position Description: Youth Worker

<b>Award:</b>	SCHCADS Award	<b>Award Classification:</b>	Grade 2 Pay Point 4
<b>Hours (Full-time/Part-time):</b>	Part Time	<b>Location:</b>	Nungurra Bairnsdale
<b>Reports To:</b>	Manager	<b>Direct Staff Reports:</b>	NIL
<b>Department:</b>	Nungurra Youth Accommodation Services	<b>Aged Care Act "Key Personnel Position:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Aboriginal / Torres Strait Islander (A/TI) Preferential Recruitment</b>	The Racial Discrimination Act 1975 (Cth) Section 8 Special Measures Clause, allows for preferential recruitment of A/TI applicants. GEGAC does seek to apply such Special Measures within the extent of the law.		

### ORGANISATIONAL PROFILE

GEGAC is an Aboriginal Community organisation based in Bairnsdale Victoria. Consisting of about 150 staff, GEGAC is a Not for Profit organisation that delivers holistic services in the areas of Primary Health, Social Services, Elders & Disability and Early Childhood Education.

### POSITION PURPOSE

The position of Youth Worker at Nungurra is to provide short term safe and secure crisis accommodation to homeless young people between the ages of 16 and 21 years. The Youth Worker role is to provide its resident's practical assistance and support by ensuring they have access to a range of appropriate support services, AOD, medical, mental health and educational and employment options along with assistance to find further housing. Nungurra is a **24 hour / 7 day** run refuge, which requires staff attendance throughout those hours.

### SPECIFIC KEY RESPONSIBILITIES

Key Responsibility	Key Activities
<b>Case management of clients</b>	Case Management of clients with assistance of other staff.
	Provide Case Assessment on clients on an individual basis.
	Perform Intake and Assessment procedures on clients as required.
	Be sensitive to the needs of individual residents at all times, by developing relationships, which incorporates acceptance, respect and tolerance.
	Provide appropriate information to residents and assist in the development of healthy emotional relationships, independence, self- esteem, empowering them to make positive decisions regarding their future.
	Encourage appropriate behaviour and provide consistent limits for the residents by providing positive adult role models.
	Admission and discharge of residents and ensure appropriate referral to other agencies and/or services as required is performed.
	Ability to maintain confidentiality and remain neutral at all times.
	Comply with the principles governing Merit & Equity, Sexual Harassment, Racial Vilification and agree to abide by such community-recognised standards and policies and procedures of the organisation
	Willingness to develop Best Practice initiatives
	When applicable, assist residents in applying healthy living skills, such as personal hygiene, social skills and independent living skills etc.
<b>Work as a team</b>	Attend and participate in regular staff meetings.
	Participate in Nungurra run programs and outdoor activities.
	Work part of a team by carrying out the day-to-day activities and Nungurra's responsibilities ensuring the effective running of the refuge and its associated programs.
	Ensure that domestic duties at the refuge are shared and assist when needed/rostered.
	Participate in position related staff training and in-service programs.
	Other duties as requested and pre-approved by the Manager.



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<b>Undertake various administrative duties</b>	Maintain appropriate written and computer records as required by Nungurra's funding body Department of Health and Human Services. Competency to complete daily case notes.
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<b>General Responsibilities</b>
<b>This position is subject to the current organisational delegations document.</b>
Undertake all other tasks and activities that fall within the reasonable scope of being a GEGAC employee.
Follow all GEGAC policies and procedures. Undertake administrative tasks using correct forms and systems. That such activity is done in an effective manner.
Follow all quality standards and processes. Undertake all activities in a professional manner with ongoing demonstrable continuous improvement and Best Practice activity.
Undertake all work activities in a collaborative, respectful and team orientated manner.
Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and comply with all occupational health and safety (OHS) policies and procedures.
<b>Required to meet all GEGAC Child Safe standards.</b>
Comprehensively understand all other risks associated with this position and proactively undertake necessary risk management processes.
Continuously develop skills and contribute to organisational capacity building.
<b>Undertake all practices in an Aboriginal / Torres Strait Islander culturally sensitive manner.</b>
Meet all targets attributed to this position.

### KEY SELECTION CRITERIA

<b>Qualifications and Registrations</b>	<b>Requirement (Essential or Desirable).</b>
Drivers Licence	Essential
Must be willing to undertake further position related training	Essential
First Aid cert level 2 (Training will be provided if not already qualified)	Essential
Culturally sensitive to the organisation's clients e.g. community.	Desirable
Cert IV or above in a qualification related to youth work	Desirable
Diplomatic, empathetic and caring.	Desirable
Enthusiastic, energetic and have a sense of humour.	Desirable
Ability to perform duties in an environment that is energetic and dynamic.	Desirable
A person of Aboriginal / Torres Straight Islander background	Desirable

<b>Essential Selection Criteria</b>
Demonstrated understanding of and commitment to Aboriginal culture with the ability to liaise with and support the local Community.
Demonstrated capability to meet the key responsibilities of this position.
Must have excellent communication skills, both written and verbal and the ability to work effectively with youth.
Demonstrated ability to provide written reports, file notes and other documents as required
Excellent time management skills and the ability to prioritise.
Demonstrated ability to work independently, be self-motivated and to also work effectively as part of a multi-disciplinary team.
Demonstrate experience in working with young people, particularly those with challenging behaviours.
An ability to put personal opinions and beliefs to one side and assist clients with their issues and needs, however conflicting they maybe to your own views/opinions, beliefs.
An ability to relate to young people including an understanding of the needs of adolescence whose background may include various types of abuse and neglect issues.



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### PRE-EXISTING ILLNESS OR INJURY

You will need to disclose any pre-existing illness or injury you know about which could reasonably be foreseen to be affected by the activities in this Position Description.

### PERFORMANCE REVIEW:

From commencement of employment, this position is subject to a standard **six (6)** month Probationary Period. Thereafter the appointee will be subject to the standard GEGAC Performance Development Program.

### PRIVACY STATEMENT:

It is the responsibility of all staff to ensure privacy of personal information by following GEGAC privacy and security procedures in relation to any personal information accessed during the course of duties.

### COMPLIANCE CHECKS: Tick as required

- All nominal appointees are required to undertake a **Police Check** and be approved **prior** to commencement
- All nominal appointees are required to have valid **Working with Children's Check (WWC)** certification **prior** to commencement
- All nominal appointees are required to complete a deemed statutory declaration **prior** to commencement
- All nominal appointees must be eligible to be on the DHS Carers Register **prior** to commencement
- All nominal appointees are required to complete a Bankruptcy check and be approved **prior** to commencement
- All nominal appointees are required to meet the **deemed** GEGAC Child Safe Standards requirements
- All nominal appointees are required to have Australian Health Practitioner Regulation Agency (AHPRA) registration **prior** to commencement
- All nominal appointees are required to meet (specify) \_\_\_\_\_ requirements **prior** to commencement

**The position holder is required to be compliant with the marked above at the time of commencement and throughout their tenure. The responsibility for having valid accreditation at all times lies with the position holder. It may be that during tenure additional accreditation is required and this must be met.**

### DECLARATION:

I (Staff Member Name) \_\_\_\_\_, declare that I have read and understood this position description and agree to abide by its requirements and principles.

Employee Signature:	Date Agreed:	
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### **Position Description Approved by GEGAC Board of Directors:**

Managers Signature:	Date Approved:	
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