



POSITION DESCRIPTION

Title:	School Focused Youth Service Worker
Business Unit:	Youth Support and Homelessness
Location:	Horsham
Employment Type:	Full time maximum term (1.0 EFT) Ceasing 31 December 2017 – (with possibility of extension if further funding is secured)
Reports to:	Program Leader Youth Support

ABOUT UNITING

Uniting works alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

Uniting is the services and advocacy arm of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, sexual orientation and gender identity. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

POSITION PURPOSE

The School Focused Youth Service (SFYS) is a state-wide program of the Department of Education Employment and Training (DEET) au spiced in this region by Uniting Wimmera. Through School Focused Youth Service (SFYS), schools and community organisations work together to support young people aged 10-18 years who are attending school, but are vulnerable to or showing signs of disengagement from school, to remain connected to education.

SCOPE

Budget: *nil*

People: *nil*

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Relationships:

Internal:

- Members of the Youth Support team, Program Leader Youth Support, Manager of Youth Support and Homelessness.

External:

- Department of Education Employment and Training, schools, Wimmera Southern Mallee LLEN and other SFYS workers.

KEY RESPONSIBILITY AREAS

Culture

- Model a positive culture in all interactions with staff, colleagues, clients, and all external stakeholders.
- Apply a solution focused approach to problem solving, work collegiately with peers, while at all times upholding the values and mission of the Agency.

Service delivery

- Comply with funding and service agreement requirements and relevant government legislation and policies.
- Knowledge of SFYS Partnering Agreement between Uniting Wimmera and Grampians Community Health (GCH) for the provision of SFYS in the West Grampians Region.
- Provide relevant reports in a timely fashion to DEET and the agency to a professional standard.
- Attend specific DEET and SFYS state-wide meetings.
- Identify the needs of the target group through initiating or attending existing consultations with local and regional stakeholders such as: DEET Student Support Service Officer (SSSO) in the West Grampians Region, schools, agencies, individuals and families.
- Assist in identifying the appropriate services and programs that could assist in each case while avoiding duplication of services already offered.
- Provide a coordinated approach in bringing the services together to address the needs of each individual.
- Develop a new referral form for SSSO's, schools, agencies, individuals and families which will assist the referrer in identifying the areas of need for each individual.
- Align with service delivery principals and adhere to evidence-based strategies including measurable outcomes for vulnerable and disadvantaged young people.
- Utilise funding to increase the capacity of services and programs in providing outreach in rural and remote areas.
- Plan, develop and maintain relevant service maps and liaison mechanism between agencies.
- Where possible, promote the involvement of young people in the planning, organisation and review of programs and services.
- Assist in the preparation of funding submissions as required.
- Prepare written and verbal reports as required.
- Ensure appropriate service, program and project planning, evaluation and reviews are undertaken.
- Assist in the development of effective protocols and linkages between agencies and schools where appropriate for improved outcomes for young people at risk.
- Consult widely in the planning, development and evaluation of the service's programs and policies according to policy and procedures.

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Quality and risk

- Manage work practices to ensure reasonable care is taken for own health and safety and the health and safety of others.
- Comply with all relevant legislation and regulatory requirements, industry codes and standards and Agency policies and procedures.
- Assist with and support internal and external audit processes.
- Identify, manage and report risks, hazards, incidents or other concerns affecting day to day activities within the Agency, Program or Service area and continually improve work practices.
- Attend mandatory, core and other safety related training including induction.

People

- Assist with recruitment, development, performance management and support including child protection strategies such as Choose with Care from Child Wise.
- Provide supervision that complies with Uniting Wimmera standards and procedure.
- Cultivate proactive team spirit by supporting regular and systematic meetings and joint planning exercises.
- Lead a project team.
- Support the Manager to implement best practice performance management and support strategies for employees that enable clearly defined goals and development opportunities for staff or volunteers.
- Fully participate in the development of agency-wide policies and projects as required.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees, founding agency employees and external stakeholders in accordance with Uniting's values and professional standards of behavior...
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to General Manager People and Culture.
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

PERSON SPECIFICATION

Qualifications

- Tertiary level qualification and or relevant experience in community development, social work, youth work, sporting industry, health sector or similar.

Experience

- Significant experience in working with young people and school communities.
- Ability to oversee the appropriate allocation of flexible funding within administrative guidelines.

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- Demonstrated communication, negotiation, networking and consultative skills with a wide range of youth and community agencies.
- Extensive knowledge of current strategies supporting young people at risk.
- Well-developed conceptual, organisational, planning and evaluation skills.
- Demonstrated ability to facilitate external funding opportunities and to develop and manage creative projects.
- Demonstrated liaison skills in dealing with community agencies, government departments, peak bodies and school communities.
- Well-developed liaison skills with other professionals.
- Demonstrated understanding, appreciation and practical application of theoretical frameworks of education and youth work.
- Well-developed ability to apply group work procedures and practices.
- Proven experience and ability to provide direction, strategy formulation and policy development.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values (this is mandatory in all Uniting position descriptions).
- **Statutory knowledge:** An understanding of the relevant legislation and current policy relating to the care of children and families.
- **Other key success factors:**
 - Proven ability to plan, enact and review program performance.
 - Demonstrated experience in the establishment and facilitation of effective networks.
 - Capability to provide quality written and verbal communications.
 - Proven capability to practice ethical dealings with schools and community organisations.
 - Demonstrated willingness and capability to collaborate and advocate with parties relevant to this program.
 - Willingness and ability to be a contributing member of the Youth Support and homelessness Team.
 - Capability and commitment to report against a variety of performance measures as they directly relate to the developed work plan.
 - An ability to work autonomously with minimal supervision.
 - Ability to meet deadlines.
 - Ability to set priorities, plan, organise and evaluate own work.
- **Certificates, licenses and registrations:** current eligible motor vehicle licence to drive in Australia; current National Police Record Check; and Working with Children Check.

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This position description is subject to review and may change in accordance with Uniting's operational, service and customer requirements.

Employee		Manager Name:	
Name:		Title:	
Date:		Date:	
Signature:			

As a 'child safe' organisation. employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

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