



Position Description

Position Title:	Position type:
Youth Support & Activities Worker	Full time/Part time or casual
Reporting to:	Position Detail
Senior Youth Worker(East Arnhem)	
Position based in:	Child Protection Risk Status
Anglicare NT – East Arnhem Regional office Nhulunbuy	<input checked="" type="checkbox"/> High <input type="checkbox"/> Low

POSITION OBJECTIVE

The key focus of this position includes:-

- a commitment to youth participation,
- culturally inclusive youth focused family friendly practices,
- service delivery integrates direct client work with local area service systems improvements and
- capacity building.

Work with other East Arnhem – Youth Services & Special Projects program staff to maintain linkages with service providers and Communities; ensuring the focus of providing effective youth services in a family and community friendly and culturally relevant way is sustained. Ensure program data collection, reporting, administration, service review and planning processes are maintained. Guide case management interventions and undertake complex case management and/or group work as required. Identify new project opportunities.

PROGRAM OVERVIEW

The Youth Services & Special Projects cluster of services, pilot projects, sector and leadership development and community capacity building programs is a strategic mix evolved in response to community need and through consultation with key stakeholders. Our operational presence in East Arnhem is geared to working with communities to help meet regional needs at the individual, family and community level. Anglicare NT is a one a small number of non- government service providers operating in this region with a sustained presence.

A commitment to youth participation, culturally inclusive youth focused family friendly practices and ensuring service delivery integrates client work with local area service systems improvements and capacity building approaches is a signature approach of the work undertaken. Action Research methodology is the primary service improvement tool used. Programs are developed in conjunction with multiple stakeholders and collaborative approaches to service delivery are encouraged through the development of valued partnerships.

Note the current services and projects operating within the Youth Services & Special Projects cluster are:

- **Connect-East Arnhem**, a youth homelessness early intervention services for young people 12- 18 and their families

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- **Youth Drop In & Activity Zone (YDIAZ)**, an educative group work, activities and key events initiative which resources the local Nhulunbuy Youth Advisory Group

Please note the mix and number of services/projects is subject to periodic change which reflect funding allocations and agency priorities. Client services are primarily based in Nhulunbuy and operate in the town area and in Indigenous communities on the Gove Peninsula. Periodically regional events and targeted work is undertaken with selected communities and homelands.

A number of other services operate from the Nhulunbuy operational base including a Carer Respite Service, Mobile Carer Respite Service (dry season), Financial Counselling service and an outlet of Resolve - Counselling, Education and Mediation Services. Other services which have there operational base in Darwin such as Communities for Children, Locational Supported Playgroups, Top End Suicide Intervention & Training and Headspace Top End – a Youth Mental Health Initiative also conduct program activities in the East Arnhem region.

SCOPE

The Youth Support and Activities Worker will:

- Provide casework support services and assistance to allocated clients
- Deliver regular youth activities
- Participate in the organisation of youth specific and organisational events
- Deliver information and educative group work sessions to young people and at times their families
- Undertake required community consultations and associated project work
- Maintain effective liaison with relevant external parties and relevant Anglicare NT staff.
- Ensure program data collection, reporting, work plan, financial management and contractual requirements are met.
- Maintain professional networks and further develop skills and knowledge set.

DUTIES AND RESPONSIBILITIES

Specific

1. Adhere to all relevant Federal and Territory legislation, contractual requirements, performance standards and funding guidelines.
2. Provide effective culturally appropriate solution focused assistance in line with agreed casework and group work plans to individuals and families; ensuring their rights are acknowledged whilst fostering the development of self responsibility and self determination.
3. Undertake forward planning and program development for education and social activities regarding the purpose and role of the YDIAZ program and any other youth activity based programming.
4. Provide culturally appropriate group work, community activities and youth events inline with agreed work plans.
5. Undertake safety and risk audits in relation to client work, putting appropriate strategies in place in terms of family violence/the potential for aggression and child protection considerations.

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6. Maintain network of relevant government and non-government organisations and relevant private providers in order to support target group.
7. Maintain comprehensive client and service utilisation related documentation, ensuring Reconnect data collection and client file records are up to date, in good order and filed correctly.
8. Contribute to the development of internally and externally required reports and responses to both self-evaluation and external evaluation processes.
9. Participate in Team and organisational communications such as email groups, scheduled staff meetings, planning and review days, and organisational events as required.
10. Work collaboratively with the Team to address any client complaints or service improvement requirements resulting from internal or external evaluation processes.
11. Participate in individual, peer and group supervision and performance appraisal processes as required.
12. Maintain strong commitment to professional development and an up to date training & development plan.
13. Complete timesheets, leave and higher duties requests within the specified time frames and in line with requirements.

General

1. Comply with Anglicare NT's relevant OH&S risk assessments and safe work method statements
2. Observe and implement as appropriate all Anglicare NT determinations including Code of Conduct, EEO and OH&S
3. Ensure that all Anglicare NT business is adequately documented in all relevant systems in accordance with appropriate determinations, standards and procedures
4. Ensure that records adequately document business transactions and are made and kept in the Document Management System in compliance with Anglicare NT's standards and procedures for recordkeeping
5. Ensure information, including personal passwords for Anglicare NT's systems, is maintained in a secure manner with any security breaches reported immediately to the Chief Executive Officer
6. Enter and maintain time and attendance, leave and higher duty records in the time and attendance system in accordance with Anglicare NT's procedures and practices, within specified timeframes for each pay period
7. As necessary, enter occurrence reports (for accidents/incidents) and hazard reports into the OHS&W System in a timely manner in accordance with Anglicare NT's procedures and practices
8. Undertake maintenance and management of risk assessments and safe work method statements within the OHS&W System
9. Manage occurrence and hazard reports within the OHS&W system

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AUTHORITIES

Expenditure, Operational/Administrative, Personnel, Management and Legal – see Delegation of Authority.

- ▶ No. of persons directly supervised – currently 0.
- ▶ However, please note, periodically assistance may be provided to young people involved in the youth committee

PERSON SPECIFICATION

The role of the Youth Support and Activities Worker requires a pro-active, effective, and resilient person who has demonstrable cross-cultural interpersonal and liaison skills and who can help clients, with support from other Youth Services staff, to get results in terms of addressing issues confronting them. The ability to enable clients to explore issues, determine appropriate actions and respond effectively to challenges is essential as is the ability to prioritise tasks and meet deadlines. We require a person who likes a challenge and a job with diverse tasks and can competently juggle client work, groupwork, community consultations and projects whilst keeping up with data collection and reporting obligations.

The person is expected to work in a business office environment and depending on organisational needs; there may be a requirement to visit other Anglicare NT premises or related business premises in order to conduct their role. The person will be required to work variable hours.

Essential Criteria

Experience, Skills and Knowledge

- Ability to effectively engage with young people and adults.
- Demonstrated interest in and commitment to working with Indigenous and culturally and linguistically diverse communities.
- Ability to work collaboratively with stakeholders on community projects of common concern.
- Computer literacy and the ability to use data collection systems.
- Well developed planning, time management and organisational skills.
- Ability to work independently and operate as an effective team member.
- Well developed interpersonal skills including strong liaison skills at all levels of an organisation.
- Commitment to OHS&W and sound knowledge of EEO.
- Knowledge of the local service delivery system is desirable.

Licenses or Certificates

- Current Drivers Licence/ First Aid Certificate
- An NT Working with Children's Ochre Card
(in some instances a National Criminal History Check May also be required)

DOCUMENT APPROVAL

After discussions with the EA Operations Manager I agree that this Position Description and Person Specification is an accurate and fair description of my position.

Incumbent signature: _____

Incumbent name: _____ Date: _____