

Position Description: Empower Youth Project Coordinator



Vision: A community where all young people are valued included and have every opportunity to thrive

Purpose: To enable young people experiencing serious disadvantage to access the resources and support they require to lead healthy and fulfilling lives.

Values:

Honesty	We are impartial and authentic in our practice and in how we relate to colleagues within and outside of our organisation
Empowerment	We create a positive environment for staff and young people to make valuable contributions
Accountability	We set high standards and we are answerable for our decisions and actions
Respect	We respect the rights of others and treat others as we would like to be treated

YSAS is a Child Safe organisation. We actively promote the safety and wellbeing of young people, and are committed to protecting young people from harm or abuse who come into contact with and/or access our service. Applicants must undergo rigorous screening and recruitment processes, including providing evidence of current WWCC and National Police Check.

Location: YSAS Dandenong

Employment Status: Fixed Term Contract until December 2019 - 1 x 0.8 EFT (34days/week) - some after-hours work will be required.

Remuneration: Annual salary (SCHCADS Level 5 dependent on qualifications and experience) plus 9.5% Employer superannuation, salary packaging.

Responsible to: Team Leader, Day Program and Community Engagement

Direct reports: NIL (though position includes coordination of workers from funded partner agencies)

Key responsibilities: Direct Client Service Activities, Client Group Work, Referral Networks and Pathways, Administration, Program Development and Evaluation, Compliance and Professional Conduct.

Primary Purpose: To work as part of an integrated team within The REVAL Program, providing recreational, educational, vocational and life skills related programs to young people age 14-21 who have been disengaged from mainstream education or vocation environments and who have experienced a range of complex problems related to substance use. This position be integrated across two program areas;

Empower Youth:

The Empower Youth program is a Victorian Government initiative which requires funded organisations to undertake an innovative approach to designing and delivering a program that strengthens the health and well-being of young people; their participation in community; their engagement in education and training; and their

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pathways to employment. YSAS is the lead agency in a partnership which includes Mission Australia; Task Force Community Agency; and Foundation House.

The Southern Melbourne Empower Youth Project (SMYEP) will target disengaged young people within Dandenong and Casey with an emphasis on those from new and emerging communities and existing vulnerable communities (i.e. Pasifika) including those who are at risk of involvement in the criminal justice system. Many of these young people are identified by Victoria Police as being involved in antisocial behaviour and criminal activity.

Developing Independence:

The Skills for Independence Pilot a partnership initiative between YSAS and Chisholm TAFE that delivers a foundational level accredited course for young people living in the Dandenong area, aged 16 - 22 years who are currently or were previously subject to a Child Protection Order and/or a Youth Justice Order.

A Chisholm TAFE trainer and YSAS youth worker co deliver a flexible, individually tailored course using the advantaged thinking and capabilities practice approach which explores key domains in a young person's life through establishing goals and aspirations, identifying potential barriers, accessing resources, and planning for future learning and workforce engagement. In order to achieve greater economic independence and social inclusion.

The YSAS role will be responsible for providing the youth support element of the Pilot, to enable participants to effectively engage in the Certificate and related opportunities in the broader community.

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Key Area	Key Responsibilities	Agreed Achievement
<p>Direct Service Activities</p>	<ul style="list-style-type: none"> • The facilitation of a weekly pro-social evening drop-in program that is developmentally appropriate and responsive to young people in the target group from communities in the South East Metropolitan region of Melbourne. • Undertake assertive outreach to initiate and maintain contact with young people in the target group who are at risk of disengagement from services and community. • Use a range of modalities to build rapport and enhance retention of young people in the program including assertive follow up; home visits; recreation activities; group programs; and after hours support. • Provision of support and information to young people about a range of health and social welfare issues which is consistent with a harm minimisation perspective. • Support and encourage young people to develop links with other services, arts, cultural and sporting activities and the communities they live in. • Develop holistic, strength based assessments which inform client Aspiration Plans that address presenting needs such as housing, health, safety, education, employment and social activities. • Facilitate the establishment of the Project Advisory Group, including the participation of young people involved in the program • Provide culturally meaningful and effective service responses to young people, their peers and their families (where appropriate) that is mindful of their unique cultural background and experience of life in the Cities Of Greater Dandenong and Casey • Participate in the delivery of other programs and initiatives delivered by YSAS • Other duties as reasonably directed by the Manager from time to time, and which are consistent with your position 	<ul style="list-style-type: none"> • Delivery of a weekly evening pro-social drop-in program in collaboration with project partners. • Client data requirements completed within specified timeframes. • All program participants have individually tailored support plans. • Support young people to improve links with communities and other services.

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Direct Service Activities	<p>Developing Independence specific:</p> <ul style="list-style-type: none"> • Provide participants with access to experiential learning opportunities and guided reflection that inspire young people in the program to develop aspirations and motivation about developing an independent future; • Utilise advantaged thinking and capabilities practice approaches to support the delivery of the Certificate, moving away from a welfare based approach, to one which recognises and build's young people's skills, talents and aspirations; • Provide coaching and support to young people to develop a vision and goals for their future, complete the Certificate 1 in Developing Independence learning plan and prepare them for future educational engagement or employment; 	<ul style="list-style-type: none"> • Promote a safe and friendly environment in order to facilitate positive communication between young people and other community networks. • Participate in after hours' work as required. • Develop a Project Advisory Group Terms of Reference and timetable for meetings. • All young people are engaged in experiential learning opportunities. • Completion of Developing Independence modules within 12 months of engagement.

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Referral Networks and Pathways	<ul style="list-style-type: none"> Facilitate weekly partner meetings for the purpose of coordinating referral pathways; drop-in program planning; quality and risk management. Develop and maintain referral networks and pathways with stakeholders (project partners, police, courts, legal services, family services, schools, education/ skills providers etc.). Demonstrate professional and ethical communication with all stakeholders. Provide information and feedback to stakeholders about the activities of the program on a regular basis. Develop and establish collaborative relationships with key stakeholders to enhance service co-ordination; this will include other initiatives and programs in the SMR such as the Victorian Government Social Cohesion project, Youth Crime Prevention, and others to be determined. Attendance at stakeholder meetings as required/directed. 	<ul style="list-style-type: none"> Establish a Terms of Reference and standing agenda for the SMYEP Referral Pathways Meeting and a schedule of meetings. On every occasion YSAS is represented ethically and professionally. Develop and maintain formal/informal networks in order to achieve client focused goals. Young people are provided with referral pathways and support to engage in further education, training and employment support.
Administration	<ul style="list-style-type: none"> Ensure agendas and a record of actions/outcomes from relevant partner meetings is maintained. Ensure a record of client attendance is maintained. Ensure client files and data base are up-to-date, accurate and meet both organizational and legislative requirements. Ensure incident reports are completed in a timely manner and meet organizational procedures. Prepare client related reports as required. Adhere to petty cash and client brokerage procedures. Participate in regular supervision with Team Leader 	<ul style="list-style-type: none"> Maintain a high standard of documentation and reporting. Data is up to date at all times Completed documentation of enrolment at TAFE. Monthly reports are completed and submitted in a timely manner to funding bodies.

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Key Area	Key Responsibilities	Agreed Achievement
Program Development and Evaluation	<ul style="list-style-type: none"> • Contribute to the development and maintenance of an innovative service delivery model for young people. • Comply with all evaluation requirements as directed by the Victorian Government (per the funding agreement). • Where possible include young people in the evaluation of the service. • Participate in the Community of Practice and apply a reflective approach. 	<ul style="list-style-type: none"> • Commitment to the best Interests of Young People. • Provision of a quality service to young people. • Program improvement is tabled in supervision and with the Community of Support. • Policy and Procedure are developed, documented and reviewed on a regular basis.
Continuous Improvement & Compliance	<ul style="list-style-type: none"> • Adhere to all YSAS' policies and procedures including the Code of Conduct, Confidentiality Agreement, Child Safe requirements etc. • Demonstrated commitment to YSAS' organisational values & the youth crime prevention objectives. • Provide highest ethical standards at YSAS; not only to young people in the communities we serve, but to our co-worker and ourselves. • Undertake proactive identification and on-going management of stakeholders, including suppliers and auditors. • Work collaboratively with staff across the organisation to ensure organisational needs are understood, recognised and responded to. 	<ul style="list-style-type: none"> • On every occasion YSAS is represented ethically and professionally. • Good working relationships with stakeholders. • Adherence to the code of conduct, child safe legislation etc.

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Position Requirements

Education	<ul style="list-style-type: none"> • Relevant qualifications in Youth Work, Social Work, Community Services or other health related qualifications (i.e. Social Work, Youth Work, Family Studies, etc.) And/or extensive experience in the field. • Further study in therapeutic interventions appropriate for young people at risk or engaging in offending behaviour will be an advantage.
Experience	<ul style="list-style-type: none"> • Experience in working with young people who are experiencing complex disadvantage and their families. • Previous extensive experience in Community and Youth not-for-profit organisations.
Knowledge and Skills	<ul style="list-style-type: none"> • Well organised but able to flex and manage competing priorities and deadlines. • Excellent written and oral communication skills, as well as highly developed interpersonal, coaching, and consultative skills. • Strong analytical thinking and problem-solving skills and ability to deliver innovative solutions. • Good judgment, able to influence others and seen as a credible source of advice.
Personal qualities	<ul style="list-style-type: none"> • A team player, able to work in a collaborative way. • Supreme tact, sensitivity and diplomacy; ability to think on feet and act proactively with discretion. • Highly motivated, able to take initiative. • Commitment to personal learning, development and improvement in pursuit of own performance objectives and those of the team and organisation. • Commitment to YSAS' values and a working style that reflects these
Other Requirements	<ul style="list-style-type: none"> • Current Victorian Driver's Licence. • Current and ongoing successful National Police check. • Current and ongoing Working with Children Check. • Current First Aid Certificate (level 2).

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Key Selection Criteria

1. Highly developed engagement and communication skills with young people who are experiencing multiple and complex social disadvantages and a demonstrated ability to motivate them to develop and achieve their goals.
2. Ability to assess (health and well-being, risk situations) and to formulate and implement care responses based in evidence and aligned to Resilience based practice.
3. Demonstrated ability and experience in working with families from CALD backgrounds and new and emerging communities.
4. Demonstrated superior ability to negotiate and advocate for individual clients (and / or their families) with external agencies and other professionals to achieve practical and meaningful outcomes which support positive pro-social pathways for young people
5. Demonstrated superior ability and experience of working in group settings with young people and an ability to work in situations that require risk monitoring and the capacity to work with challenging behaviours from young people
6. Highly developed Administration skills, with an ability to record accurate data, prepare written reports, utilize various databases and experience in developing and documenting program processes and policy.

I accept the PD as acknowledged above and understand that the PD will be reviewed as required. I also understand that the PD may need to be amended occasionally due to variations in responsibilities and organisational requirements. Changes to the PD will be consistent with the purpose for which the position was established.

SIGNED

Empower Youth Coordinator
Name:
Date:

Manager
Name:
Date: