

# Position Description

|   |   |
|---|---|
| <b>Position Title</b>                             | <b>Early Intervention / Prevention (EIP) Worker - Fleurieu</b>  |
| <b>Location</b>                                   | Goolwa Office   |
| <b>Child Safety (Prohibited Persons) Act 2016</b> | Prescribed  |
| <b>Award</b>                                      | Social, Community, Home Care & Disability Services Industry Award 2010  |
| <b>Classification</b>                             | Social and Community Services Employee Level 4  |
| <b>Reporting Relationship</b>                     | Reports to the Group Leader, Housing & Homelessness<br><br>Direct reports:<br>- Nil<br><br>Works closely with:<br>- Fleurieu & Kangaroo Island Homelessness & Domestic Violence Service<br>- Fleurieu & Kangaroo Island Portfolio<br>- Housing Managers |

## POSITION SUMMARY

The Early Intervention / Prevention (EIP) worker is responsible to provide advocacy, referrals and support for people who are at risk of homelessness living in the Fleurieu regions.

The (EIP) worker will develop strong relationships with schools and work with families who are identified as having early signs of family breakdown. The EIP worker will provide referral to appropriate services to assist families to stay together.

The (EIP) worker will develop good working relationships with local real-estate agencies in the Fleurieu area to identify tenants who are coming to end of lease, proactive work will be done to prevent homelessness

Participate in service related networks and forums as requested or agreed to by the Manager

The (EIP) worker will ensure that services are delivered in conjunction and cooperation with other key stakeholders.

In partnership with other services develop and deliver living skills programs to improve capacity to live independently

## KEY RESPONSIBILITIES

- Develop and maintain working relationships with local real-estate agents and landlords.
- Build strong relationships with appropriate personnel within schools
- Work collaboratively with other agencies, to strengthen interagency links
- Maintain accurate case notes and records of interactions
- Make referrals as appropriate and in a timely manner
- Advise the Group Leader of any issues, concerns and complaints that may affect the operations of Junction
- Contribute to a continuous improvement culture by feeding back to the Group Leader and Steering

## Position Description

committee of any areas where improvement of practices can be applied.

- Contribute to the planning, development and evaluation of the service by ensuring timely and accurate entry of data and the completion of all required documentation that provides evidence for funding reports.
- Assist clients in the development of social and living skills that enhance their ability to make informed choices and enable them to improve their capacity to live independently
- Follow defined Work Health & Safety practices and procedures related to the work being undertaken in order to ensure own and others safety in the workplace

### Outcomes/Objectives

- *Evidence of sustaining and maintaining a successful tenancy*
- *Evidence of building and maintaining relationships with real-estate agents and landlords*
- *Evidence of effective collaboration with, and referrals to other agencies/stakeholders in provision of client support*
- *Measurement of the impact by maintaining accurate and timely case notes and records of interactions and plans*
- *Incidents and emerging trends in area of responsibility are reported to the appropriate leader*
- *Evidence of continuous improvement in area of responsibility, that improves client outcomes or service/organisational sustainability*
- *Champions work health and safety by following defined health and safety practices, identifying and reporting issues, and taking remedial action appropriate to the role*

### GENERAL CONDITIONS

- Act at all times in accordance with the Code of Conduct and Core Values of Junction.
- Comply with the Work Health and Safety management system.
- A satisfactory Working with Children Check (WWCC) or General Probity Check must be completed as applicable prior to commencing employment and maintained thereafter.
- Current Child Safe Environments Certificate must be held or obtained within 3 months of commencement and the employee must comply with relevant state legislation to support a child safe organisation.
- Holds a current unencumbered Australian Driver's Licence or equivalent, and is willing to drive.
- Current Senior First Aid must be held or obtained within 3 months of commencement and maintained thereafter.
- The position is subject to a 3 month probation period
- Some out of hours work may be required

### SELECTION CRITERIA

## Position Description

- Certificate IV in Youth Work, Community Services (or lesser qualification with relevant experience) - essential
- Demonstrated ability to develop case plans within an established case management model - essential
- Demonstrated experience in or understanding of supporting individuals/families who are homeless or at risk of becoming homeless
- Knowledge and understanding of the social issues relevant to homelessness - including the determinants and effects of homelessness
- Demonstrated understanding of crisis intervention and crisis management strategies and techniques
- Sound communication (verbal and written), interpersonal and negotiation skills
- Demonstrated ability to work independently and as part of a team
- Understanding of the complex needs of children, adolescents and families at risk of homelessness together with the impact/effect of other issues such as domestic violence, mental health etc
- Knowledge of, and respect, for cultural and lifestyle differences
- Previous experience in working in a regional area – desirable
- Degree or tertiary qualifications in Social Work, Human Services - desirable
- Previous experience working in a Community services organisation - desirable

### CORE VALUES

Junction aspires to deliver flexible and responsive services that are underpinned by the following core values:

- **IMPACT** ~ make it happen; strive for excellence; be bold
- **PASSION** ~ find the joy; engage energetically; celebrate successes
- **INTEGRITY** ~ build trust; act ethically; know yourself; act like owners
- **RESPECT** ~ listen attentively; speak openly; debate constructively
- **COLLABORATION** ~ work together; build relationships; value diversity

Approved by CEO/Leadership Manager