

Position Description

Position Number:	CC067
Title:	Aboriginal Youth Case Worker and Mentor
Classification:	Band 6
Department:	Connected Communities
Division:	Community Life
Reports To:	Aboriginal Engagement Unit Coordinator
Enquiries:	Courtney Boi, Coordinator Aboriginal Engagement Unit, Ph 9705 5200

1. Position Purpose

- » This position is responsible for providing culturally appropriate mentoring and support to increase levels of physical, emotional and social wellbeing for Aboriginal young people in the City of Casey.
- » This position will ensure the success and sustainability of youth programs at the Casey Aboriginal Gathering Place.
- » Provide culturally appropriate case management, mentoring and support to increase levels of physical, emotional and social wellbeing for Aboriginal young people in the City of Casey.

2. Key Responsibility Areas

- » Provision of case management and mentoring to Casey's Aboriginal young people involving assessment, individual case plans, monitoring, planning, advocacy and linking clients with support services
- » Engage with ten Aboriginal young people at any one time requiring case management and mentoring support
- » Provision of exit plans for clients that must be a guided process and include referral to other services to ensure the client is engaged
- » Engage, facilitate and participate in programs and activities as an engagement pathway for young people requiring more intensive case management and mentoring support.
- » The catchment area for the client is in the City of Casey and young people accessing the Casey Aboriginal Gathering Place from:
 - Cardinia Shire: Beaconsfield, Beaconsfield Upper, Cardinia, Koo Wee Rup

North, Officer, Officer South, Pakenham, Pakenham South, Pakenham Upper,

- City of Greater Dandenong: Dandenong, Dandenong North and South, Keysborough, Noble Park, Noble Park North, Springvale and Springvale South
- » Ensure case management/mentoring support will result in the following outcomes:
 - Ongoing engagement in primary and secondary education
 - Pathways to tertiary education and employment
 - Reduced negative contact with the Victoria Police
 - Reduced numbers of representation in the criminal justice system
 - Establishment of referral pathways
 - Create strong relationships with families and the community
 - Improved health outcomes
 - Provision of ongoing culturally safe support
- » Work collaboratively with key stakeholders, to ensure a coordinated and integrated approach to culturally safe case management of Aboriginal young people
- » Required to work autonomously following clear objectives in accordance with the Casey Aboriginal Gathering Place Community Advancement Program Project Description achieved through regular supervision and a regular reporting mechanism as identified in the Program Project Description.
- » Develop and maintain sustainable linkages and strategic partnerships with relevant agencies and service providers to establish referral pathways and deliver on objectives including with current programs at the Casey Aboriginal Gathering Place, community outreach services, partner organisations and client self-referrals.
- » Support in the development of innovative strategies to engage and encourage Aboriginal young people to participate in culturally specific youth programs and activities
- » Community engagement - Build on and leverage the previous consultation undertaken with the Aboriginal community.
- » Monitor performance against objectives and manage project risks and issues.
- » Consistently deliver projects on time, on budget and to the agreed standard.
- » Report on Key Performance Indicators on schedule as indicated in the Casey Aboriginal Gathering Place Community Advancement Program Project Description
- » Through leadership and example promote Casey's values of Dream Big, Empower Each Other and Make our Community Proud.

3. Occupational Health & Safety Responsibilities

- » Take reasonable care for the health and safety of yourself and others in the workplace.
- » Ensure hazards, incidents, near misses and injuries are reported immediately.
- » Support activities taken by the organisation to comply with OH&S legislation.
- » Ensure only authorised, adequately trained staff undertake assigned tasks.
- » Develop new work procedures, as required, in consultation with relevant persons.
- » Provide appropriate facilities for safe storage, handling and transport of work-related materials and equipment.
- » Actively participate in the planning and execution of Return to Work plans for employees.

4. Risk Management

- » Risk Management – Employees must comply with risk management policy and procedures.

5. Accountability and Extent of Authority

- » Positions in this Band may manage resources and/or provide advice to or regulate clients and/or provide input into the development of policy.
- » In positions where the prime responsibility is for resource management, the freedom to act is governed by clear objectives and/or budgets, with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.
- » In positions where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect on individual clients of decisions and actions may be significant but is usually subject to appeal or review by more senior employees.
- » Few positions in this Band are primarily involved in policy development. Where they are, the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output of these positions can have a significant effect on the process of policy development.
- » Many positions have formal input into policy development within their area of expertise and/or management.

6. Judgement and Decision Making

- » The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent.
- » The work may involve improving and/or developing methods and techniques generally based on previous experience.
- » Problem solving may involve the application of these techniques to new situations.
- » Guidance and advice are usually available.

7. Management Skills

- » Skills in managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- » Where management of employees is part of the job, understanding of and ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employee development.

8. Interpersonal Skills

- » Ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of employees.
- » Ability to liaise with their counterparts in other organisations to discuss specialist matters

and with other employees in other functions in their own organisation to resolve intra-organisational problems.

9. Specialists Skills and Knowledge

- » Typically these positions require proficiency in the application of a theoretical or scientific discipline, including the underlying principles as distinct from the practices.
- » All positions require an understanding of the long term goals of the functional unit in which the position is placed and of the relevant policies of both the unit and the wider organisation.
- » Some positions, particularly those where the primary function is to manage resources, require a familiarity with relevant budgeting techniques.

10. Inherent Physical Requirements

- » Use a computer
- » Drive a vehicle

11. Qualifications and Experience

- » National Criminal History Check
- » Working with Children Check
- » Tertiary qualification in social work, counselling, psychology or related discipline and/or relevant experience.
- » Proven relevant experience working with Aboriginal and Torres Strait Islander clients with demonstrated knowledge and understanding of issues affecting Aboriginal and Torres Strait Islander youth.
- » Current Australian Driver's Licence.

Contact City of Casey

03 9705 5200

NRS: 133 677 (for the deaf, hearing or speech impaired)

TIS: 131 450 (Translating and Interpreting Service)

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