**POSITION DESCRIPTION – RESIDENTIAL YOUTH WOKER**

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| **Incumbents name** |  |
| **Commencement date** |  |
| **Position Full Time Equivalent (F.T.E.)** | Casual |
| **Position reports to** | Case Worker |
| **Direct Reports to this position** | NIL |

**St Laurence House (SLH) Vision and Mission:**

Our mission is getting homeless children and young people back on track.

Our Vision is that we innovate and build supportive communities to help people achieve their full potential.

**Position Purpose:**

* To provide continuity of care for children and homeless young people under the age of 18 years, in a ‘supported’ environment.
* To provide support with a holistic strength-based focus that aims to address the emotional, psychological, behavioural and social challenges that residents may be confronted with.
* To implement a living skills program to provide the young people with the opportunity to work towards independence and an ability to transition into independent living environments.

**Organisational Context:**

This position forms a key role in the operations and service delivery.

**Accountability of the role:**

The Residential Youth Worker is accountable to:

* The Case Worker and/or Executive Officer directly for the dissemination of information on matters related to the running of and events in the house.
* The employer, ultimately the Management Committee.

**Responsibilities of the role:**

**Responsibilities regarding Case Management and Clients:**

* To liaise with co- workers through written means (day-book, client files, diary) and personally to potential residents (referral/ intake interviews/ case reviews).
* If required to support case workers with the management of their key clients, via following up tasks etc.
* To maintain principles of confidentiality in relation to information gained in the role pertaining to the residents, refuge and staff members.
* To supervise the implementation of the house rules.
* To assist residents to build upon their independent living skills via individual support/ guidance and formal living skills programs.
* To support residents in ways that are consistent with the case plan that has been developed and is in place.
* To participate in the planning, implementation and evaluation of programs for the residents.
* To maintain up to date client records on health, legal, education/ training and other relevant issues for residents.
* To ensure that the house is maintained and carry out appropriate household duties. These will include shopping, supporting residents in cooking and general maintenance of the house.
* To ensure that the company vehicle is properly maintained
* To support residents building their independent living skills via assistance with rosters for the completion of household tasks.
* To respect the residents right to make decisions about their own life and encourage them to participate in all aspects of decision making.
* To advocate on behalf of residents in dealing with government and other non- government organizations.
* To manage conflict that may arise between residents and act as mediator in disputes.
* To liaise with Department of Communities and Justice (DCJ) for residents who are less than 16 years of age, to determine whether they are an allocated child protection case or an existing substitute care case.
* To liaise with the Case Manager for direction and supervision.

**General Duties and Responsibilities:**

* To provide a safe and supportive environment for the residents and other staff whilst on shift.
* To accept responsibility for the running of the house when on shift and for making day to day decisions in the overall context of the resident’s case plans and the house rules.
* To ensure that you have a thorough hand-over with other staff at the end of your shift.
* To uphold the philosophies and aims of the organisation.
* To complete all tasks that have been delegated or negotiated with the Case Manager
* To strictly adhere to the policies and procedures of the organisation in carrying out daily duties.
* To complete all daily duties and case management responsibilities within the boundaries of the St Laurence House Code of Conduct and the Industry Code of Ethics.
* To monitor and report any identified Work Health and Safety (WH&S) issues to the program manager and staff team.
* To model prosocial behaviours and attitudes that SLH is striving to teach the residents.
* To ensure that rooms are prepared for new residents and to supervise residents leaving the program
* To assist in the maintenance of SLH properties and Motor Vehicle

**Administration:**

* To maintain and keep accurate records including:
  + The daily communication book
  + Petty cash book
  + Details of referrals received
  + Resident case files including case plans, background, intake and assessment forms
  + Record of relevant client information for statistics On CIMS
  + To arrange for repairs to be carried out by the appropriate body, following consultation with the Case Manager.

**Intake and Referral:**

* To explain the day to day operations of the service, house rules and conditions of accommodation to new residents.
* To provide housing advice and referrals for young people making enquiries and who may not fit the criteria of the service and/ or where there are no vacancies.

**Professional Development:**

* To participate in regular performance reviews.
* To keep up to date with relevant literature, research and issues related to young people and homelessness, as well as relevant legislation and DCJ guidelines.

**Declaration:**

I have read and understand the requirements of this position:

Residential Youth Worker signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Officer signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Selection Criteria- Case Worker Position**

**Essential:**

1. Relevant tertiary qualifications in social welfare/ social sciences and/ or a related field.
2. Possess knowledge of the relevant legislation impacting upon the delivery of youth accommodation and work with young people who are homeless, including the Child Protection Act, Supported Accommodation Program Standards and Out of Home Care Guidelines.
3. Experience in working with children and young people who are homeless or at risk of homelessness, and an understanding of the needs of this client group. A working in depth knowledge of adolescent mental health issues.
4. An understanding of the specific needs of young people from non- English speaking backgrounds, as well as young Indigenous people and/ or Torres Strait Islanders.
5. Experience in case management and working with challenging clients.
6. A high level of written and verbal communication skills.
7. Skills in engagement, collaboration, facilitation and assisting in developing linkages of services in the community.
8. An ability to use initiative and work independently.
9. A current first aide certificate.
10. A current Australian driver’s license.
11. Computer skills including word processing, excel, email and internet facilities.
12. At least two years experience of working with vulnerable young people in a residential setting
13. Australian residency for employment purposes

**Desirable:**

1. Language skills other than English.
2. Experience in group work and/ or facilitating workshops.

**Other Information:**

St. Laurence House is committed to equality of opportunity for all current and prospective employees and a work environment free of discrimination and harassment.

Employment is subject to a “working with children check” and a Police Criminal Record check.

SLH is a smoke free working environment.

**Benefits:**

Be involved in the expansion of a Youth Homelessness Service, in an independent and autonomous work environment.

**Hours:**

Shifts will include “Sleepover shifts”, weekends, day and evening shifts.

**Conditions:**

The Residential Youth Worker Position is in accordance with the Social, Community, Home care and Disability Services (SCHADS) Industry Award 2010

Remuneration is based on SACS Level 3:1