



The Gap Youth and Community Centre Aboriginal Corporation

Position: Youth Diversion Case Manager – Aboriginal and Torres Strait Islander Identified position

Division: Youth Diversion (YD)

Section: Youth Diversion (YD)

Level: SCHADS Level 4

Position Reports to: Youth Diversion Coordinator

Location: Gap Youth Centre; 91-93 Gap Road, Alice Springs

Hours: Monday to Friday – full time hours

Last Review: May 2020

Eligibility: Indigenous applicants only

Role Description:

The primary purpose of the position is to engage with, build rapport with and support young people who are engaged in formal youth diversion, and/or are at risk of offending or entering the formal youth justice system. To provide case management and support to assist the young person to meet their obligations and to encourage better decision making.

Team Description:

The Youth Diversion program is being delivered in partnership with the Jesuit Social Services. In the initial phase of the program JSS will provide a coordinator who will support the case workers and lead the team under the direction of JSS and Gap.

Responsibilities:

Main Duties:

- Engage in recreational and educational activities that are both safe and culturally appropriate;
- Build rapport with young people that is appropriate and reflects the values set out in the Code of Conduct.
- Work as within the team to achieve the goals that the YD Coordinator has set.
- Provide case management to young people and their families
- Undertake assessments, maintain case files and prepare reports in relation to young people as required

- Complete tasks as set by the YD coordinator or CEO

Work Organization:

- Accept redeployment across the organisation where operational necessity requires
- Be an active team member and support a service based work culture showing commitment to the organisation's strategy, mission, vision and values outlined by the board.
- Plan to meet daily operational administrative requirements.

Work Health and Safety:

- Take reasonable care for your own health and safety and for the health and safety of others in the workplace.
- Work in accordance with Gap's WHS policy, the WHS Act, Regulations and Code of Practices.
- Ensure reporting of WHS non-conformances or incidents/injuries

Values and Behaviours:

- Conduct all work in line with Gap values of Social Justice.
- Apply strict confidentiality practices and guidelines to all client information.

Person Requirements (Qualifications & Attributes)

ESSENTIAL

1. Identify as an Aboriginal or Torres Strait Islander person
2. Previous experience in youth work.
3. Knowledge and experience using trauma informed care and strengths based practices.
4. Knowledge of the local community and ability to develop relationships across the sector and community
5. Demonstrated ability to use initiative, solve problems, and make informed decisions.
6. High levels of self-motivation and the ability to organise work priorities and the proven ability to work both independently and within a team environment.
7. Ability to work with sensitive information and maintain complete confidentiality.
8. Demonstrated administrative skills.
9. Manual Driver's License.
10. First Aid Certificate or willingness to obtain.

DESIRABLE

1. Tertiary qualification in Youth Work or related field.
2. Ability to speak a local Aboriginal language.

Employment with Gap is conditional on the employee providing NT Working with Children Check (Ochre Card), Satisfactory Criminal History Check. Persons considered for a position with Gap may be required to undergo a pre-employment medical examination and drug screen to determine fitness to perform nominated duties. This is an Indigenous identified position.

Authorised By:  May 2020

Michelle Krauer – CEO of The Gap Youth and Community Centre Aboriginal Corporation