

EMPLOYMENT PACKAGE

PO Box 69
34 Bay Terrace
Wynnum 4178
Ph: 3393 4176
Email: admin@babi.org.au
Website: www.babi.org.au

Thank you for your interest in applying for a position with BABI Youth & Family Service. BABI is an Equal Opportunity Employer and as such, the following information is provided to ensure that all applicants have an equal opportunity for preparing their applications. It is important that your application meets the requirements of this document.

THE POSITION DESCRIPTION

The Position Description should be read carefully as it details the requirements and duties of the position.

Please note that, in terms of the selection criteria “demonstrated competency” or “demonstrated skill” means that you have actually used the particular competency or skill and can give and discuss examples of this use.

YOUR APPLICATION

The application is to include the following:

- a) **A single page cover letter**
- b) **An Expression of Interest letter** (max. 2 pages) that clearly articulates with examples, your abilities and experience that you believe best qualifies you for the advertised position.
- c) **A resume/curriculum vitae** including the names, positions and telephone numbers of at least three referees who can comment on your competency in regard to the requirements of the position. Referees will only be contacted after an interview.

NOTE: Responses to selection criteria and referee checks are only required if you are invited to attend an interview.

Email to: admin@babi.org.au
Due by: 12 noon Monday January 31, 2022

Any further queries, contact Emina – phone: 3393 4176

BABI OFFICE HOURS ARE: Mon-Thurs - 9:00am- 5:00pm

SHORT-LISTING PROCESS

Initial short-listing is based on your expression of interest letter and your resume/previous experience. Short-listing will occur within one week of the closing date.

If you have not been short-listed you will be advised of this in writing as soon as possible.

INTERVIEW PROCESS

The interview panel will ask you questions that address the selection criteria and allow you to expand on your written submission. Each applicant will be asked the same questions and you will be provided with a copy of these questions fifteen minutes prior to your interview.

Questions are aimed at testing your knowledge and skill and may include scenarios to which you will need to respond. You should answer each question fully and succinctly, as the panel will see it as your responsibility to give all the factual evidence to support your application.

You will be offered time to ask any other questions you may have at the conclusion of the interview.

REFEREE CHECKS

It is the responsibility of your referee to provide honest feedback about your knowledge, skills and abilities relevant to the selection criteria for the position.

At least one referee should ideally have been a recent supervisor. If you are not currently in the workforce your referee should at least be in a position to comment on your abilities as they relate to the selection criteria.

If you have any concerns about the reference checking process please raise them during your interview.

Reference checks are used to supplement the final selection decision.

SELECTION

If you are selected for the position you will be first contacted by telephone. You will be offered the position and should you accept, a formal written offer of employment will be forwarded to you including information detailing the terms and conditions of employment.

If you are not selected following your interview, you will be advised of this in writing within two working weeks of the interview.

AGENCY PROFILE

BABI is a small-medium community based incorporated association providing a holistic response to young people and their families within the Bayside (Wynnum/Manly) and Redlands communities. Clients include young people and young parents (aged 16-21 years) who are homeless or at-risk, other young people (12-25 years) and the families of teenagers. BABI has been in operation since 1983.

BABI upholds the values of empowerment, integrity, innovation and excellence and is committed to collaborative work at all levels.

Our Vision:

“Building safety, wellbeing, independence and participation across the community.”

Our Mission (Purpose):

To provide accessible, equitable, responsive and inclusive support services to children, youth and families.

For more information, visit the BABI Website: www.babi.org.au

ORGANISATIONAL CONTEXT

BABI Youth & Family Service is committed to providing high quality accessible, respectful and participative services to homeless or at risk young people, young parents and the families of children and teenagers. Principles of honesty, transparency, respect, social justice and strengths-enhancement underpin all practice at BABI.

BABI currently operates five programs:

- Youth Accommodation - Specialist Youth Homelessness Service
- Family Support
- Youth Support
- Youth Engagement – LINX Youth Space
- Get Set For Work

Youth Worker – Position Description	
Reports To:	Youth and Family Program Manager
Direct Reports:	Nil
Key Liaisons:	Youth Case workers, youth and community agencies, BABI Team
Role Purpose	
Deliver quality services to young people accessing BABI Youth Programs.	

Key Focus Areas

- Service Delivery
- Partnerships/networks
- Data Collection
- Team Contribution

Organisation Profile	
VISION <i>“Building safety, wellbeing, independence and participation across the community.”</i>	VALUES EMPOWERMENT: We empower people to develop greater confidence, to take more control of their own lives and become stronger and more independent. INTEGRITY: Honesty, reliability and accountability are at the core of our organisation. We stay true to our word. We encourage transparent and open communication. INNOVATION: We are creative in our delivery of services to and in our community. We put people at the centre of their own lives and they identify, reach for and obtain their own goals and aspirations. EXCELLENCE: People receiving our services are at the centre of all the decisions we make. We are dedicated to high standards of practice and service delivery. COLLABORATION: We are committed to developing and maintaining strong partnerships for the ongoing benefit of our service users and the wider community.
PURPOSE <i>To provide accessible, equitable, responsive and inclusive support services to children, youth and families.</i>	

Your Key Focus Areas	
Area	Key Success Indicator
Service Delivery	Professional, effective and engaging service delivery in BABI youth programs. Providing youth and community engagement, life skills, youth development workshops, group work, drop-in centre, coordinate youth projects and events, and outdoor education activities with at-risk young people
Partnerships/Networks	Develop positive and productive partnerships with key stakeholders. Source information, activities and resources to create new opportunities and improve services provided to young people.
Data Collection /Compliance	Ensure data collection and reporting is provided in an accurate and timely manner. Follow all relevant legislative and statutory requirements, service agreements and BABI policies and procedures.
Team Contribution	Supporting and contributing to a highly productive YFT team & (more generally) BABI in achieving high quality outcomes.

What You Need To Succeed

- A current 'Working with Children' Blue Card
- Current unrestricted open Driver's Licence
- Qualifications in Youth Work, Community, Human Services or other relevant disciplines.
- Demonstrated ability to work alongside young people individually, in groups and in outdoor education activities.
- Ability to identify, tailor and respond to the individual support needs of young people
- Demonstrated skills and experience in working with at risk young people and their families from diverse cultural and socio-economic backgrounds.
- Ability to establish and maintain rapport with young people and their families
- Ability to positively engage and motivate young people to engage in community development activities.
- Project Management skills and experience.

Delivering Results

Service Delivery

Key Success Indicator	Achieved By:
Professional, effective and engaging service delivery in BABI youth programs. Providing youth and community engagement, life skills, youth development workshops, group work, drop-in centre, coordinate youth projects and events and outdoor education activities with at-risk young people	<ul style="list-style-type: none"> • Understanding barriers young people face to successful community engagement and the underlying issues facing young people and their families • Ensuring prompt/timely client-centered support services to young people accessing BABI programs. • Facilitating youth activities and workshops for young people in-line with Brisbane City Council's Youth Strategy and focus on youth development/engagement and youth leadership. • Planning, developing and delivering youth projects/events in the local community – project management. • Contributing to continuous quality improvement of programs and the organisation. • Guiding work within the service delivery aims of BABI programs • Tailoring support to young people to develop and achieve their personal goals and obtain valuable day to day life skills. • Providing information on BABI programs to targeted audiences • Referring to other relevant government and non-government agencies that may be able to meet their needs

Partnerships/Networks

Key Success Indicator	Achieved By:
Develop positive and productive partnerships with key stakeholders. Source information, activities and resources to create new opportunities and improve services provided to young people.	<ul style="list-style-type: none"> • Develop and build appropriate and effective referral networks and partnerships with appropriate and youth friendly government and non-government organisations. • Facilitating engagements and collaboration with key stakeholders and managing relationships with networks • Represent BABI Youth & Family Service at community events and network meetings as required • Link with other youth and community service providers to maximise resources and opportunities for young people's participation and engagement in successful community living.

Data Collection/Compliance

Key Success Indicator	Achieved By:
Ensure data collection and reporting is provided in an accurate and timely manner. Follow all relevant legislative and statutory requirements, service agreements and BABI policies and procedures.	<p>Fully comprehend the parameters of your role as it links to the Service Agreement.</p> <ul style="list-style-type: none"> • Monitoring and evaluating service delivery – programs and activities • Ensuring client confidentiality and informed consent • Maintaining program and client records • Submitting monthly reports to Services Manager • Entering data into various data systems accurately and in a timely manner • Understand and comply with relevant legislation, program guidelines and organisational policies and procedures

Team Contribution

Key Success Indicator	Achieved By:
Supporting and contributing to a highly productive YFT team & (more generally) BABI in achieving high quality outcomes.	<ul style="list-style-type: none"> • Attending regular Internal Supervision sessions with Supervisor/s. • Actively participating in the annual performance and development planning process with the Supervisor • Accessing professional development activities and learning opportunities identified during annual performance development and planning process and other opportunities discussed with and agreed to by the Supervisor • Contributing to the achievement of a productive, respectful, and supportive team and team culture • Actively participating in internal meetings and other Planning Days to assist in ensuring that the YFT team and BABI achieve their purpose. • In high workload situations, provide assistance to other YFT team members or BABI staff as requested by or agreed to by the Supervisor or General Manager.

QUALIFICATIONS & REQUIREMENTS:

Essential

- Qualifications in Youth Work, Community or Human Services and/or other relevant disciplines
- Demonstrable youth and community development experience - preferably in a youth service
- Skills and knowledge in working with at risk young people and their families
- Skills and knowledge in working with youth in a broader context with issues such as youth homelessness, drugs and alcohol, pregnant and parenting, health and wellbeing
- Skills and knowledge in facilitating youth and community engagement, group work, life skills and youth development workshops, outdoor education activities and youth & community projects/events
- High level of verbal and non-verbal communication skills
- Contribute to a positive and constructive attitude/culture towards clients and the organisation as a whole
- Excellent time management and organisational skills

- Proficient Computer skills (word, excel, windows, outlook, client management system, data collection systems etc.)
- Current Driver's Licence
- Blue Card or ability to obtain a Blue Card

Desirable

- First Aid Certificate

KEY SELECTION CRITERIA

Competency in the following areas is required:

- SC1** An ability to understand and identify the barriers young people face to successfully engage in their community
- SC2** A demonstrated ability to successfully plan, organize and deliver and engage at-risk young people in youth and community activities and events
- SC3** A demonstrated ability in providing group work, life skills and personal development workshops and outdoor education activities to at-risk young people
- SC4** A demonstrated ability to work with cultural and socio-economic diverse populations
- SC5** A demonstrated high level of verbal and non-verbal communication skills
- SC6** A demonstrated ability to build networks and partnerships and work collaboratively with appropriate government and non-government service providers
- SC7** Proven ability to work autonomously (time/self-management) and as a member of a multi-disciplinary team

CONDITIONS OF EMPLOYMENT

This position is based on a **14 - Months Fixed Term contract on a part-time basis** (22.5 hours per week – 3 days), with a possibility of extension after this period. **The position is classified at Level 4**, and is paid in accordance with the Queensland Transitional Pay Equity Order derived from the Queensland Community Services and Crisis Assistance Award 2008. The terms and conditions of employment are those applying under the Social, Community, Home Care and Disability Services Industry Award 2010 in conjunction with the National Employment Standards. The NES and Award/Agreement are not incorporated into this contract as BABI is already required to provide these terms and conditions to their employees.

Participation in BABI events/activities/meetings which from time to time will involve some weekend/out of normal hours work.

PERFORMANCE MANAGEMENT

Probationary and annual performance appraisals in accordance with the organisation's policies and procedures, strategic directions and operating principles will be conducted.