



POSITION DESCRIPTION

Title of Role:	Forensic Youth AOD Worker	Classification Level:	
Business Unit:	AOD Outreach	Type of Appointment:	Ongoing
Division:	Ringwood	Position Number:	PN 00176
Award Type	SCHCADS Level 5 (dependant on qualification & experience)	Employment Status:	Part time 0.8FTE (30.4 hours per week)

YSAS Vision

A community where all young people are valued included and have every opportunity to thrive.

YSAS Purpose

To enable young people experiencing serious disadvantage to access the resources and support they require to lead healthy and fulfilling lives.

YSAS Values

Honesty	We are impartial and authentic in our practice and in how we relate to colleagues within and outside of our organisation.
Empowerment	We create a positive environment for staff and young people to make valuable contributions.
Accountability	We set high standards and we are answerable for our decisions and actions.
Respect	We respect the rights of others and treat others as we would like to be treated.

Child Safety

YSAS is a Child Safe organisation. We actively promote the safety and wellbeing of young people, and are committed to protecting young people from harm or abuse who come into contact with and/or access our service. Applicants must undergo rigorous screening and recruitment processes, including providing evidence of current WWCC and National Police Check prior to commencing employment.

Position Purpose

As a member of a small team, the Outreach Worker provides crisis intervention, assessment, case management services and ongoing support to minimise the harm of drug use to the young person. It is expected that the Outreach worker will conduct ongoing casework with a caseload of up to 12-15 young



people – comprising comprehensive assessment, case planning, provision of drug and alcohol interventions, out postings, working with other professionals, families and significant others.

Reporting Relationships

This role reports to AOD Outreach & Sherpa Team Leader at YSAS Ringwood.

Location

This role is based at: 21/42 New Street, Ringwood.

Direct Reports

This role has no direct reports

Key Relationships/Interactions

As a Forensic AOD Outreach Worker you will work closely with Youth Justice and ACSO Coats, mutually supporting young people and staff in increasing understanding of AOD and how it impacts development and decision making.

Special Conditions

Prior to commencement of employment incumbent must provide YSAS assurance of their:

- Working with Children's Check (WWCC).
- Satisfactory National Police Check (NPC).
- Any relevant required professional registrations (e.g. AHPRA, CPA, etc)
- Driver's licence.
- Copies of all relevant qualifications.
- Covid Vaccination Status including Booster.

Other relevant role information

- It is preferable that incumbents in this role have a current First Aid Certificate (level 2) – this may be completed during incumbent's probation.
- Some out of hours work may be required.
- The incumbent of this role may be required to work at various different YSAS sites depending on YSAS operational requirements.

YSAS Conditions

All YSAS employees are required to work in accordance with including but not limited to:

- Occupational Health and Safety Act 2004 (Victoria)
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
- Fair Work Act (2009)
- Relevant Awards, Enterprise Agreement
- Duty to maintain privacy and confidentiality
- Smoke Free Workplace
- Code of Conduct
- Child Safety best practice



Responsibilities

This position description provides an indication of the type of duties you will be engaged to perform. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform. The Forensic AOD Outreach Worker is responsible for:

Key Responsibilities	Major Responsibilities	Performance Indicator/Measurement
Direct Service Activities	<ul style="list-style-type: none"> • The provision of a developmentally appropriate and responsive service to vulnerable young people from communities in the Eastern region of Melbourne. • Implement a range of modalities including but not limited to: intensive individual casework, group work, family work, out postings, street outreach, collaboration and care planning. • Advocate on behalf of young people in the target population and in consultation with other key stakeholders. • Provision of support and information to young people about drugs and alcohol which is consistent with a harm minimization perspective. • Facilitate a range of responses that meet the young persons assessed needs, such as accommodation, health, food and safety, education, employment and social activities. • Support and encourage young people to develop links with other services and/ or communities. • Model appropriate behavior and facilitate positive communication between young people. 	<ul style="list-style-type: none"> • Facilitate groups for young people around substance use and other issues. • Support the development and maintenance of family relationships. • Provide support to targeted groups via out posting at other services/sites. • Provide support to young people with substance use issues within a harm minimization framework. • Provide support to 12-15 young people using the case management framework. • Meet targets for completed episodes of care for voluntary/justice clients. • Conduct comprehensive assessments.



Key Responsibilities	Major Responsibilities	Performance Indicator/Measurement
Referral Networks and Pathways	<ul style="list-style-type: none"> • Provide referral and links to a range of youth services including primary health, housing, legal, justice, employment/educational and recreational services. • Develop and establish collaborative relationships with key stakeholders to enhance service co-ordination. • Provide secondary consultation to internal and external services. • Attend relevant network meetings as requested. • Demonstrate professional and ethical communication with all networks. • Articulate YSAS relationships based approach with relevant stakeholders. 	<ul style="list-style-type: none"> • Develop collaborative partnerships with relevant stakeholders. • Develop and maintain formal/informal networks in order to achieve goals. • Attend network meetings in order to maintain positive relationships. • Represent YSAS ethically and professionally on every occasion. • Develop an understanding of YSAS practice frameworks.



Administration	<ul style="list-style-type: none">• Ensure all administration, data recording; maintaining case notes, writing client reports.• Ensure client files and database are up to date, accurate and meet both organizational and legislative requirements.• Ensure incident reports are timely and meet organizational procedures.• Participate in regular supervision with relevant Team Leader.• Ensure OHS issues are recognized and acted upon.• Where required, provide written documentation at regular intervals regarding the progress of key objectives identified for this program.	<ul style="list-style-type: none">• Ensure quality improvement is adhered to in line with YSAS procedures.• Ensure effective service is delivered and referral pathways are specific to the target group.• Facilitate access to the YSAS Residential services and ensure continuity of care for residents before, during and after admission.
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Key Responsibilities	Major Responsibilities	Performance Indicator/Measurement
Program Development and Evaluation	<ul style="list-style-type: none"> • Contribute to the development and maintenance of an innovative service delivery model for young people (from the target population). • Developing linkages with referral services. • Where possible, include young people in the evaluation of the service. • Collaborate with other support services and community based activities to integrate support and provide optimal service provision. • Contribute to continuous quality improvement in relation to service delivery. 	<ul style="list-style-type: none"> • Facilitate groups for young people around substance use and other issues. • Support the development and maintenance of family relationships. • Provide support to targeted groups via out posting at other services/sites. • Provide support to young people with substance use issues within a harm minimization framework. • Meet targets for completed episodes of care for voluntary/justice clients. • Conduct comprehensive assessments.



Key Responsibilities	Major Responsibilities	Performance Indicator/Measurement
Continuous Improvement	<ul style="list-style-type: none"> • Contribute to continuous quality improvement in relation to service delivery. • Developing linkages with referral services. • Participation in evaluation and ongoing monitoring of the program. • Include clients in the evaluation of the service where appropriate. • Collaborate with other support services and community based activities to integrate support and provide optimal service provision. 	<ul style="list-style-type: none"> • Ensure all work complies with the relevant legislation/ regulations, YSAS' policies and procedures. • Ensure confidentiality of documentation is maintained.
Professional Conduct and Relationship Management	<ul style="list-style-type: none"> • Adhere to all YSAS' policies and procedures including the Code of Conduct, Confidentiality Agreement, EEO policy. • Demonstrated commitment to YSAS' organizational values. • Provide highest ethical standards at YSAS; not only to young people in the communities we serve, but to our co-workers and ourselves. • Undertake proactive identification and on-going management of stakeholders, including suppliers and auditors. • Work collaboratively with staff across the organization to ensure organizational needs are understood, recognized and responded to, as well as staff are supported in their services. 	<ul style="list-style-type: none"> • On every occasion YSAS is represented ethically and professionally. • Good working relationships with stakeholders. • Organizational needs understood.



Position Requirements

Qualifications, Skills, Knowledge and Experience relevant to the role

Education	<ul style="list-style-type: none"> • Tertiary qualification(s) in a health or youth related discipline; • A current Victorian driver's license is essential; • Undergo a National Police Records check (Victoria Police); • Social Work qualification and AASW membership is highly desirable. • Certificate IV in AOD work. Qualification can be completed within 12months of appointment. • A current First Aid (Level 2) certificate is desirable.
Experience	<ul style="list-style-type: none"> • Experience in working with complex and vulnerable young people experiencing problematic substance use.
Knowledge and Skills	<ul style="list-style-type: none"> • Well organised but able to flex and manage competing priorities and deadlines. • Excellent written and oral communication skills, as well as highly developed interpersonal, coaching, and consultative skills. • Strong analytical thinking and problem-solving skills and ability to deliver innovative solutions. • Good judgment, able to influence others and seen as a credible source of advice.
Personal qualities	<ul style="list-style-type: none"> • A team player, able to work in a collaborative way. • Has tact, sensitivity and diplomacy; ability to think on feet and act proactively with discretion. • Commitment to personal learning, development and improvement in pursuit of own performance objectives and those of the team and organisation. • Commitment to YSAS' values and a working style that reflects these
Other requirements	<ul style="list-style-type: none"> • Current Victorian Driver's Licence. • Current and ongoing Working with Children Check. • The successful applicant will be required to undergo a criminal records check.

Selection Criteria for Appointment into Role

1. Experience in working with complex and vulnerable young people experiencing problematic substance use.
2. Demonstrated understanding of the principals and practice of harm minimisation orientated treatment and prevention interventions, as well as knowledge of contemporary approaches to youth drug treatment.
3. Knowledge and understanding of adolescent development and ability to practice a range of interventions including assessment, case work, care planning, advocacy, group work, crisis intervention and collaborative outreach based service delivery.
4. Highly developed engagement and communication skills with young people from a range of backgrounds and age groups.
5. Demonstrated capacity to work effectively both independently and within a multidisciplinary team setting.
6. Well-developed written, organisational and communication skills.

Incumbent Statement

I accept the PD as acknowledged above and understand that the PD will be reviewed as required. I also understand that the PD may need to be amended occasionally due to variations in responsibilities and organisational requirements. Changes to the PD will be consistent with the purpose for which the position was established.

Acknowledged by occupant	_____	_____	/ /
	(Print name)	(Signature)	
Acknowledged by line manager	_____	_____	/ /
	(Print name)	(Signature & title)	

Job and Person Specification Approval

...../...../..... DELEGATE (GM or Chief)