

WOMEN'S JUSTICE NETWORK

POSITION DESCRIPTION

JOB TITLE	Youth Worker
REPORTS TO	CEO

The Women's Justice Network is a not-for-profit, community-based organisation dedicated to improving the status, wellbeing and prospects of women and girls affected by the criminal justice system. WJN addresses the many issues facing criminalised women and young women both systemically through advocacy, individually through one-to-one mentoring and through group work. WJN operates on the premise that providing women and girls with gender-responsive social support will lead to a reduction of recidivism rates and a minimisation of the burgeoning prison population.

JOB PURPOSE

The Youth Worker will coordinate and deliver the WJN 'My Way' Youth Mentoring Program to young women aged 14 – 25 years of age; who are, have been or are at-risk of entering the criminal justice system.

The responsibilities of the position include: ensuring that the WJN 'My Way' Youth Mentoring Program is able to provide young women with holistic social support; including the management of the My-Way Youth Mentoring Program, collection, collation and recording of client data; supervision of mentoring relationships, and casework.

The Youth Worker will facilitate the Healing from Within Youth-led creative diversionary program, available to young women aged 14 to 25, who are incarcerated, or at risk of incarceration. This program utilises creativity, culture, connection and lived experience facilitators and guest speakers to foster an environment of trust, empowerment and safety. Young women learn to express themselves, set goals for the future, and engage in fun and impactful lessons, by women who have walked the path before them.

Healing from Within is currently being delivered at the Reiby Youth Detention Centre and in the Liverpool/Fairfield community.

DUTIES AND RESPONSIBILITIES

Main Duties

- Undertake client assessments for readiness and suitability of participation in the programs
- Develop case plans with clients
- Provide support to mentors monitoring and supervising mentoring relationships, Referring clients to appropriate services, coordinating case management support provided to the young women
- Serve as the primary point of contact for young women and volunteers assigned to you
- Formally exit both mentor and mentee when the time comes to end a mentoring relationship
- Manage mentor and mentee program support needs
- Liaise with other individuals and organisations that have mutual clients to ensure the development and maintenance of a holistic support network
- Develop and maintain appropriate information and referral sources and networks with both government and non-government agencies
- Liaise and facilitate the Healing from Within group program at the Reiby Juvenile Justice Centre and in the Liverpool/Fairfield LGA.

Administration

- Undertake office administrative tasks related to fulfilling your role
- Write monthly reports and other reports where necessary or requested by the supervisor
- Develop your own work plans
- Client case notes are recorded daily and kept up to date
- Manage client files in accordance with the WJN mentoring model
- Manage data collection and ensure that required data are collected and entered regularly into the appropriate databases and computer systems
- Adhere to all program reporting requirements

Supervision of volunteers

- Link and match mentors and mentees in accordance with the WJN mentoring model
- Supervise and support volunteers
- Recruit and support lived experienced guest speakers to attend the Healing from Within Group Program
- Recruit & support volunteers and students to support the group work model.

Teamwork & Supervision

- Participate in ongoing training and professional development activities
- Attend and actively participate in WJN and external meetings as required
- Attend and actively participate in supervision with your supervisor on a regular basis

Work Health and Safety

- Have an understanding and adhere to Work Health and Safety policies and principles to ensure the health and safety of yourself and others at the workplace at all times.
- Work within all specific Juvenile Justice, Corrective Services NSW WH & S requirements when working within Corrective Services environments.
- Where required, conduct risk assessments on program and activities to ensure the safety of staff, volunteers and young women
- Report hazards immediately and contribute (where appropriate) to the development of corrective actions that may be put in place to address these hazards.
- Be aware of strategies to maintain personal health and wellbeing

Other duties

- Other duties, tasks and projects as required by your supervisor from time to time

DIRECT REPORTS

- Volunteer mentors
- Lived experienced guest speakers

INTERNAL CONTACTS YOU WILL LIAISE WITH

- CEO, Staff and volunteer mentors

EXTERNAL CONTACTS YOU WILL LIAISE WITH

- Young Women aged 14 – 25 years
- Adult and Juvenile Correctional Centre staff and management
- Police
- Schools
- DCJ and child welfare agencies
- Housing, mental health and other social services
- Community and/or Government agencies

QUALIFICATIONS

Education

- Relevant tertiary qualifications in Community Services, Social Work or similar

And/or

Industry Experience

- Minimum 3 years experience working with young women aged 14 – 25 years with complex needs and/or
- Lived experience of the criminal law system

Selection Criteria

- Knowledge of the impact of homelessness, mental health disorders, domestic violence, sexual assault, and existing legal barriers to socially and economically disadvantaged young women
- Experience with supporting volunteers as an integral part of a service delivery model.
- Demonstrate an understanding of the issues and challenges that young women affected by the criminal law system face.
- Demonstrated ability to work sensitively and effectively with marginalized and/or vulnerable young women
- An understanding of the concept of mentoring and the ability to apply mentoring principles to working with young women
- Demonstrated ability to facilitate a group work program for young women
- Demonstrated experience with time management, prioritisation, including maintaining client records and reports
- Experience working with and engaging First Nations young women
- Demonstrate an awareness of the issues faced by Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse young women
- Excellent verbal and written communication skills, interpersonal skills and ability to build rapport quickly

Other Requirements

- An understanding and adherence with Work Health and Safety principles to ensure the health and safety of yourself and others at the workplace. The ability to apply risk management and prevention strategies within a complex criminal justice environment.
- An understanding of the principles and practices related to workplace diversity and Equal Employment Opportunity (EEO).
- Have an understanding of, or capacity to work within, the criminal justice system.
- Proficient computer literacy and experience with the Google Suite
- Previous experience with the use of in-house databases.
- Current driver's license
- Current Working with Childrens Check

OPERATIONAL DELEGATION

- Freedom to act and make decisions regarding the day to day operations as set within defined practices, policies and procedures.

FINANCIAL DELEGATION

- You will have a financial delegation of up to \$50 for any work related matter involving finance, petty cash, financial case plans and reimbursement to volunteers. Any individual item above \$50 needs to be directed to your manager for review and approval

TRAINING REQUIRED

Provided by Women's Justice Network

- Orientation training in regards to the policies, procedures and practices specific to this role
- Child Protection Training (Identify and Respond To Risk Of Harm or equivalent)
- Work Health & Safety Training
- Cultural awareness training
- Ongoing staff development opportunities externally with other training providers

Provided by Corrective Services NSW

- Security Awareness Training