

# WOMEN'S JUSTICE NETWORK

## POSITION DESCRIPTION

Job Title	Youth Worker
Job Type	Part Time (22.5 hours/week)
Award	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS) Level 4
Location	Blacktown
Supervisor/manager	Casework Manager

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

### POSITION DESCRIPTION

The Youth Worker is responsible for providing strengths-based, trauma-informed casework, mentoring support, and group work facilitation to young women aged 14 to 21 years who are affected by, involved with, or at risk of involvement with, the criminal legal system. Based at Blacktown Women's & Girls Health Centre, the Youth Worker will provide individualised support to young women accessing the Centre and Women's Justice Network programs. Working collaboratively across both organisations, the Youth Worker will support participants to identify and achieve their goals, access appropriate services, strengthen protective factors, and address barriers relating to housing, education, employment, health, mental health, family relationships, social connection, and community participation.

The Youth Worker will work in partnership with Blacktown Women's & Girls Health Centre and Women's Justice Network to provide integrated, holistic, and coordinated support responses for young women

experiencing complex and intersecting needs. The role will facilitate referrals, coordinated care planning, advocacy, and service navigation to ensure participants receive timely and appropriate support. A key component of the role is the facilitation of Women's Justice Network's Healing from Within (HFW) program within Reiby Youth Justice Centre and community-based settings. Through creative, therapeutic, educational, and lived-experience informed group work, the program supports young women to build confidence, resilience, self-awareness, positive identity, and pathways toward community participation and wellbeing.

The position requires a commitment to culturally safe, youth-centred, gender-responsive, trauma-informed, and strengths-based practice and to fostering strong collaborative relationships between Women's Justice Network, Blacktown Women's & Girls Health Centre, Youth Justice NSW, and other community stakeholders.

### **Main Duties/Responsibilities**

#### **Casework and Client Support**

- Provide strengths-based, trauma-informed casework support to young women aged 14–21 years accessing Blacktown Women's & Girls Health Centre and Women's Justice Network programs.
- Provide inclusive, culturally safe, and gender-affirming support to young women, transgender young women, and gender-diverse young people, ensuring service delivery is responsive to individual identities, experiences, strengths, and support needs.
- Undertake client assessments and develop individual support plans in partnership with young women.
- Provide advocacy, referrals, information, and practical support to assist participants in achieving their goals.
- Support young women to access housing, education, employment, training, health, mental health, alcohol and other drug services, legal assistance, family support services, and community-based programs.
- Work collaboratively with Blacktown Women's & Girls Health Centre staff and Women's Justice Network staff to provide coordinated and holistic support responses.
- Participate in case coordination, service planning, and multidisciplinary meetings where appropriate.
- Liaise with external service providers and referral agencies to support positive outcomes for participants.
- Maintain accurate and confidential case records and documentation.
- Fulfill duty of care and child protection obligations, including the identification, assessment, escalation, and reporting of risks of harm in accordance with legislative requirements, mandatory reporting obligations, organisational policies, and best practice standards.

#### **Group Work Facilitation**

- Facilitate and co-facilitate Women's Justice Network's Healing from Within program within Reiby Youth Justice Centre.

- Facilitate and co-facilitate Healing from Within groups and other youth-focused programs within community settings across Western and South Western Sydney.
- Deliver engaging, trauma-informed, youth-centred group sessions that promote healing, personal growth, emotional wellbeing, resilience, leadership, and social connection.
- Coordinate and support lived experience facilitators, guest speakers, volunteers, and external presenters participating in group programs.
- Support the planning, implementation, evaluation, and continuous improvement of group programs.
- Ensure all group activities are delivered in accordance with organisational policies, child-safe standards, and risk management requirements.

### **Stakeholder Engagement and Partnerships**

- Undertake own 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 Healing from Within 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

### **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 the rules of the AMC Corrective Services
- Where required, conduct risk assessments on program activities to ensure the safety of staff, volunteers and 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

## **REPORTING**

### **Provides Coordination and Support To**

- Volunteers assisting with the delivery of Women's Justice Network programs, activities, and participant engagement initiatives.
- Lived Experience Guest Speakers and Facilitators participating in Healing from Within and other Women's Justice Network programs.

- Students, volunteers, and placement staff engaged in program delivery, where applicable.

#### **Internal Working Relationship**

- Chief Executive Officer, Women's Justice Network
- Women's Justice Network Program Staff
- Blacktown Women's & Girls Health Centre Staff
- Administrative Staff
- Volunteers, Mentors, Guest Speakers, and Facilitators

#### **External Working Relationships**

- Young women aged 14–21 years accessing Blacktown Women's & Girls Health Centre and Women's Justice Network programs and services
- Youth Justice NSW staff and management
- Department of Communities and Justice (DCJ)
- Schools, educational institutions, and training providers
- Child protection and family support services
- Community housing, homelessness, and tenancy support services
- Mental health, alcohol and other drug, and health service providers
- Legal, advocacy, and victim support services
- Community organisations and referral partners
- Government and non-government agencies
- Community groups and stakeholders supporting positive outcomes for young women

## **SKILLS AND EXPERIENCE**

*Being a woman is a genuine occupational qualification for this position under Section 31 of the Anti-Discrimination Act 1977 (NSW)*

#### **Education**

- Relevant tertiary qualifications in Youth Work, Community Services, Social Work, Counselling, Community Development or a related field; and/or equivalent demonstrated experience.

#### **Industry Experience**

- Minimum three years' experience providing casework, support, or youth work services to young women and girls experiencing complex and intersecting needs, including trauma, housing instability, family violence, mental health concerns, child protection involvement, and/or involvement with the criminal legal system.
- Demonstrated experience facilitating therapeutic, educational, diversionary, or support-based group programs for young people, including the ability to engage participants with diverse backgrounds and support needs.
- Demonstrated experience working with young women who are involved with, or at risk of

involvement with, the criminal legal system, including an understanding of the barriers they face and the factors that support successful community participation and positive life outcomes.

- Experience working within a trauma-informed, strengths-based, youth-centred, and culturally safe practice framework.
- Demonstrated ability to build effective relationships with young people, families, volunteers, community organisations, government agencies, and other stakeholders to support coordinated service delivery and positive participant outcomes.
- Women with lived experience of the criminal legal system are strongly encouraged to apply. The Women's Justice Network recognises the value that lived experience brings to service delivery, participant engagement, program development, and the creation of meaningful pathways for women and girls affected by the criminal legal 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 women
- Experience with supporting guest speakers/volunteers as an integral part of a service delivery model.
- Demonstrate an understanding of the issues and challenges that women and girls affected by the criminal legal system face.
- Demonstrated ability to work sensitively and effectively with women experiencing complex and intersecting needs.
- Demonstrated experience facilitating therapeutic, educational or support-based group programs for women.
- Demonstrated experience with time management, prioritisation, including maintaining client records and submitting reports
- Experience working with and engaging First Nations women, demonstrated awareness of the issues faced by Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse women
- Excellent verbal and written communication skills, interpersonal skills and ability to build rapport quickly

### **Other Requirements**

- Demonstrated understanding of and commitment to Work Health and Safety (WHS) principles, including the ability to apply risk assessment and risk management strategies when working with young people experiencing complex needs.
- Current Working with Children Check (WWCC).
- Current National Criminal History Check.
- Current Driver Licence.
- Current First Aid Certificate (or willingness to obtain).
- Ability to obtain and maintain clearance to enter Youth Justice Centres and other secure or regulated environments as required.
- Proficient computer skills, including experience using Google Workspace, Microsoft Office, and client management or case management databases.

## TRAINING

### **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