

Position title	Youth and Family Worker	Reference	IYFW-YS-NHUL-EARO
Reporting to	Program Manager Youth Services	Location	Nhulunbuy
Division	East Arnhem Regional	Section	Youth Services
Approved	DCEO	Date	December 2023
Comments: That this position requires flexibility to work outside of normal hours			

Organisation Statement

Anglicare NT is a respected provider of quality human services across urban, regional and remote areas of the Northern Territory. We demonstrate our values of Hope, Kindness, Respect, Fairness and Integrity through strength-based and trauma informed practice, cultural respect, child safety, social justice, community development and partnerships. Anglicare NT was formed by the Anglican Diocese of the NT to respond to the social needs of our diverse communities.

Purpose of the Position

You will provide culturally sensitive and responsive direct support and groupwork to young people across the ReConnect and #U-Turn programs and other programs as identified. Using a strengths-based and trauma informed framework, you will ensure for ReConnect the service is providing individual and family case support, conduct thorough case planning, provide information, referrals, advocacy, and developmental group work which meets young people's needs, builds capacity of the target group and regional service system and raises community awareness about the nature, extent and appropriate responses to young people. For #U-Turn, you will ensure the service is supporting young people to engage in restorative justice processes, community giving programs and developing life skills to pathway into education, training and/or employment through the provision of support plans, family support, information, advocacy and group work.

You will uphold the values of Anglicare NT and provide quality services within the scope of the position and associated delegations.

Selection Criteria

Position Specific Requirements

1. Minimum two (2) years' experience working with young people and families in community-based environments (essential)
2. Knowledge of the youth justice, child protection system and local youth, family services is desirable.
3. Experience in assertive outreach strategies and ability to effectively engage with young people with challenging and/or trauma related behaviours through the delivery of support and group work.
4. Understanding of cultural systems, language skills and ability to work respectfully and collaboratively with Aboriginal and Torres Strait Islander young people, their families, and communities.
5. Basic trade/bush skills to foster engagement is advantageous.
6. Demonstrated ability to manage crisis situations and make good decisions under pressure.
7. Ability to maintain personal and professional boundaries.
8. Ability to promote services and raise awareness of issues impacting on the target group of vulnerable young people and create innovative responses to address needs.
9. Demonstrated ability to communicate and negotiate effectively with people at all levels of organisations including statutory authorities, service providers, families / carers, and key stakeholders.
10. Adequate writing and ICT skills including the ability to maintain client related records, data entry and produce good quality internal and external documentation in a timely manner.
11. Demonstrated teamwork skills, resilience, ability to work independently, multitask and work under pressure and commitment to a productive, cooperative, and friendly workplace.
12. Willingness to participate in supervision, reflect on practices, review performance and adhere to work plans and reasonable workplace directives.

General Criteria

1. Demonstrated commitment to work respectfully and inclusively with Aboriginal and Torres Strait Islander and culturally and linguistically diverse people.
2. Demonstrated adherence to legislation, policies and procedures and a commitment to EEO, WHS, risk management and quality improvement practices.

3. Northern Territory Working with Children Clearance (Ochre Card).
4. National Police Criminal History Report (less than three months old) with acceptable outcome.
5. Ability to meet 100-point ID and additional visa / overseas work compliance measures.
6. Northern Territory Driver's Licence.
7. First Aid Certificate (or willingness to obtain within agreed timeframe).

Key Responsibilities

1. Provide trauma informed, culturally safe and outcome focused support & group work

- Provide professional youth focused family friendly support & group work services and practical assistance to the target group in line with Anglicare NT policies, procedures, standards, contracts, work plans and legislation.
- Provide culturally safe and inclusive practices which respect diversity and support Indigenous young people to maintain connection to family, culture and country.
- Provide targeted youth justice statutory stage/age-appropriate activities which promotes social and cultural connections, development of relational and practical life skills and creates participation opportunities.
- Undertake safety and risk audits in relation to support & group work, putting appropriate strategies in place in terms of family violence/the potential for aggression and youth justice considerations.
- Contribute to a service culture of youth participation, empowerment and informed decision making; ensuring client rights are acknowledged whilst fostering respectful relationships and positive self-care.
- Work collaboratively with high-risk vulnerable young people, Territory Families funded Back on Track Providers, case Managers, YOREO teams and key stakeholders to undertake support and group work and develop strategies to minimize reoffending and anti-social behaviour and enable good decision making.
- Participate in school holiday planning and activities as identified.

2. Provide & participate in stakeholder engagement activities

- Maintain networks of relevant government and non-government organisations and relevant private providers to leverage support for the target group.
- Ensure engagement with stakeholders to develop and work together on community projects of common concern.
- Promote the service and contribute to community awareness activities to increase understanding of the issues facing young people.
- Support and participate in regular documented team meetings which include general business, client updates / case reviews, service planning and in-service training.

3. Provide program administration, client records and reports

- Maintain comprehensive client documentation, ensuring data is entered correctly into the ReConnect and #U-Turn databases, and client file records are up to date and ready for audit and/or provision to external authorities as required.
- Ensure compliance with incident management, reporting and escalation requirements and that organisational obligations under mandatory reporting on Child Abuse, Domestic Violence are met
- Contribute to reporting to DSS and Territory Families and internal reporting ensuring content is accurate and of high quality.
- Undertake other tasks as directed by the Program Manager ReConnect & #U-Turn and Regional Operations Manager East Arnhem commensurate with your skills and qualifications including acting higher / different lateral duties and or additional projects as required.

4. Maintain program quality within ReConnect and #U-Turn

- Embed reflective practice into ReConnect and #U-Turn to ensure valuable learning's from client and stakeholder feedback, complaints and investigations are captured and lead to service improvements.
- Contribute to service improvement activities including service reviews, file and practice audits, evaluations, development of outcome measures and integration of youth friendly client feedback approaches.
- Maintain a safe working environment in accordance with legislative requirements and policies and procedures, with a strong focus on prevention, mitigation of risk, effective case management and reflective practice.

General Requirements

- Comply with Federal, NT and Local Government legislation, regulations, permits and / or by laws.
- Adhere to delegations, code of conduct, policies, procedures and general conditions of employment.
- Work within contract, program / project parameters and scope of practice.
- Comply with program guidelines, work plans, budget, data and reporting requirements.
- Comply with WHS requirements – remain vigilant and contribute to a safe working environment.
- Embrace organisational values, work cooperatively and help sustain a respectful workplace.
- Support and mentor work colleagues by sharing your skills, knowledge and strengths.
- Help implement our Reconciliation Action Plan and build an inclusive and culturally competent workforce.
- Maintain confidential client, staff and organisational information in line with requirements.
- Keep up to date with workplace communications, staff meeting records and the intranet.
- Contribute to planning, evaluation and continuous quality improvement activities.
- Participate in supervision, performance reviews and undertake approved training.
- Maintain attendance, payroll and leave records in accordance with procedures.

Delegation of Authority

As per Board approved Delegation of Authority Schedule and aligned position classification (noting content will updated from time to time).