

Title of Role:	Residential Youth AOD Worker	Type of Appointment:	Ongoing
Business Unit:	Residential Services	Position Number:	
Division:	Residential Services	Classification Level:	SCHCADS 4
Program Name:	Birribi Rehabilitation Service	Award Type	SCHCADS/Nurses/Non-award

Organisational overview

Youth Support + Advocacy Service (YSAS) is one of Australia's largest and most comprehensive, youth-specific community service organisation that enables young people experiencing serious disadvantage to access the resources and support they require to lead healthy and fulfilling lives.

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.

At YSAS we are committed to people of a diversity of backgrounds and identities being included, represented, and having the opportunity to participate equally in the life of our organisation and the communities in which we provide our services. We strive to create the conditions where people feel safe, enfranchised and valued. We value lived-experience wisdom, insight, and knowledge.

Position Purpose

The purpose of the Residential Youth AOD Worker role is to work as part of a multidisciplinary team assisting with vulnerable young people in need of support 24 hours a day, 7 days a week. As a Residential Youth AOD Worker you will be required to work a 24 hour roster which includes day, evening and night shifts. The application of clinical skills in the assessment and support of drug and/or alcohol rehabilitation (including medication management) from substance use as well as a focus on primary health care for vulnerable young people.

Reporting relationship

This role reports to	Unit Manager
Direct reports	Unit Manager

Key working relationships / interactions

External	Within YSAS [beyond immediate team members]
Community programs and staff	Community programs and staff
Family and supporters of the young people	

Responsibilities

The key responsibilities you have been engaged to perform are below. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform.

Key Responsibilities	Accountability / Activity	Performance Indicator/ Measurement
Service Delivery	- Facilitate and participate in activity-based recreational and therapeutic programs with young people. - Provide general case management or key worker role to allocated young people as required - Conduct assessments with young people, where appropriate or directed. Primarily, this will involve the successful application of withdrawal scales across a range of substances. - Develop and monitor care plans/ management plans/ individual treatment plans with young people. - Provide a broad range of care and support interventions to young people with complex issues. - Assist young people with medication as directed by the Medication Policy. - Provide intensive support to young people preparing to exit the program such as relapse prevention and harm reduction strategies. - The provision of primary health information to young people. - Supervision of young people whilst on outings. - Contribute to a safe friendly and innovative environment and work respectfully with young people, their families and colleagues. - Responsible for the supervision, safety and accountability of youth while on duty. - Facilitate meal preparation and other household activities with young people. - Ongoing care and maintenance of the physical residential environment - Able to work across four shifts including day shift (0730-1700), afternoon shift (1530-2300), sleepover shift (1630-0000) and stand-up night shift (2230-0800).	- Demonstrated ability to build supportive relationships with young people. - Be part of a multidisciplinary team and work rotating shifts including day, evening and night. - Provide support for young people with substance use issues within a harm minimisation framework. - Understand and adhere to YSAS medication policies, procedures and clinical practice guidelines. - Facilitate groups and/or individual sessions for young people in relation to substance use and other issues. - Promote a safe and friendly environment.
Administration	- Ensure client files and databases are up to date, accurate and meet both organizational and legislative requirements. - Participate in regular supervision with relevant Manager and/or Shift senior - Ensure all administration, data recording and financial accountability processes are known and adhered to.	- Ensure client files and databases are up to date, accurate and meet both organizational and legislative requirements. - Participate in regular supervision with relevant Manager / Assistant Manager. - Ensure all administration, data recording and financial accountability processes are known and adhered to.

Key Responsibilities	Accountability / Activity	Performance Indicator/ Measurement
Networks and stakeholder engagement	- Contribute to positive working relationships with young people and their families. - Contribute to the establishment of a credible and professional YSAS service delivery reputation. - Participate in team, staff and agency meetings and participate in intra-agency forums and committees as required or directed. - Liaise with external stakeholders within the community regarding referral of residents to appropriate community services.	Professional relationships developed and managed as per YSAS requirements
Continuous improvement, collaboration & teamwork	- Undertake improvements to deliver on YSAS's strategy, ensuring alignment of policies, practices and systems to the organisational strategy. - Actively contribute to continuous quality improvements in service delivery/business support in collaboration with others. - Undertake any other reasonable tasks as directed by the Manager - To actively take on managers feedback from time to time	- Regular review of work processes - Quality and strength of collaborative work across teams and functions - New processes and initiatives introduced
Compliance	- Ensure knowledge of all relevant YSAS policies, procedures, guidelines and work methods is actively implemented and maintained - Complete all mandatory and scheduled training as requested	- Work activities comply with relevant legislation, YSAS policies and operating quality standards - Mandated and scheduled training up to date
Workplace safety and wellbeing	- Take care of your own health, safety and wellbeing and that of any other person who may be affected by your actions or omissions in the workplace - Understand responsibilities and accountabilities of yourself and others in accordance with safety legislation and YSAS policies - Promote and maintain a safe wellbeing culture and working environment within your area	- Role model safe work practices at all times - Actively support and promote safety and wellbeing - Work methods modified as risks identified and incidents, accidents and hazards reported as soon as possible
Professional Conduct and Relationship Management	- Work within the bounds of relevant legislation and regulations (e.g. Privacy, Fair Work, OHS, etc.) and relevant professional codes. - Adhere to all YSAS' policies and procedures including the Code of Conduct, Confidentiality Agreement, EEO policy. - Demonstrated commitment to YSAS' organisational values. - Provide highest ethical standards at YSAS; not only to young people in the communities we serve, but to our coworkers and ourselves. - Undertake proactive identification and ongoing management of stakeholders, including suppliers and auditors. - Work collaboratively with staff across the organisation to ensure organisational needs are understood, recognised and responded to, as well as staff are supported in their services.	- On every occasion, YSAS is represented ethically and professionally. - Good working relationships with stakeholders. - Organisational needs understood.

Qualifications, Skills, and Experience

Qualifications, certifications, professional registration, licences required for role:

- Essential: Qualification in relevant discipline: youth work, AOD, social work, psychology, social work, occupational therapy
- Desirable: A current First Aid (Level 2) certificate

Knowledge and experience

- Minimum of 2 years' relevant experience
- Desirable: A basic knowledge of the impact of addiction on a young person.

Skills

- Well organised, and able to be flexible in managing competing priorities and deadlines.
- Excellent written and verbal communication skills
- 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 and attributes

What our young people request from our workers

- Driven by a genuine passion to support young people and their families
- Empathetic, an active listener and non-judgmental
- Ability to build an authentic human connection with young people with a holistic, flexible, and adaptable approach
- Relatable and able to build trusting relationships.

Other attributes

- A team player, able to work in a collaborative way across the organisation and with external partners
- Analytical and organised
- Operates with tact, sensitivity and 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 with a working style that reflects these

Key Selection Criteria

1. Demonstrated Leadership and Team Supervision Skills
2. Experience in Youth AOD (Alcohol and Other Drugs) or Mental Health Services
3. Crisis Management and De-escalation Skills
4. Sound Knowledge of Detox Processes and Withdrawal Management
5. Excellent Communication and Interpersonal Skills
6. Commitment to Cultural Safety, Equity, and Inclusive Practice

Employment at YSAS

Applicants must undergo rigorous screening and recruitment processes.

Employment at YSAS

Prior to commencement of employment with YSAS, candidates must provide assurance and evidence of:

- Working with Children's Check (WWCC)
- Satisfactory Nationally Coordinated Criminal History Check (NCCHC)
- Any required professional registrations (e.g. AHPRA, CPA, AHRI)
- Victoria driver's licence
- Certified copies of all relevant qualifications.

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, discrimination, harassment and intimidation)
- Fair Work Act (2009)
- Relevant Awards, Enterprise Agreement
- Employee duty to maintain privacy and confidentiality
- YSAS Values, Code of Conduct and other YSAS policies/ procedures which may be amended from time to time
- Child Safety commitments and regulatory obligations.

Other:

- Some out of hours work may be required
- Role may be required to work at various / different YSAS sites based on YSAS operational requirements.

Incumbent Statement

I accept this Position Description (PD) and understand that the PD is subject to review and may change in accordance with YSAS' operational, service and client requirements. Changes to the PD will be consistent with the purpose for which the position was established.

Acknowledged by
occupant

/ /

(Print name) (Signature) (Date)

Acknowledged by line
manager

/ /

(Print name) (Signature & title) (Date)

Job and Person Specification Approval

...../...../..... DELEGATE (Executive)

