

## 2021 YOUTH WORKER, 4 days per week Application Package, 2 Positions Available

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<b>POSITION TITLE:</b>	<b>YOUTH WORKER, Child, Youth and Family Team</b>
<b>Remuneration Band:</b>	Social, Community, Home Care and Disability Services Industry (SCHADS) Award 2010, Level 4.1
<b>Employment Status:</b>	28 Hours per week, hours and days negotiable, until 30 June 2023, Option of two year extension depending upon funding
<b>ORGANISATIONAL RELATIONSHIPS:</b>	
<b>Reports to:</b>	Executive Officer Program Coordinator
<b>Accountable to:</b>	Management Committee
<b>Internal Liaisons:</b>	Executive Officer, Program Coordinator, all staff and volunteers.
<b>External Liaisons:</b>	Consumers, families/carers, community groups, other service providers, stakeholders and funding bodies as defined through Karabi Community & Development Services policy and procedures.
<b>Target Areas</b>	<b>Blacktown, Cumberland and Parramatta Local Government Areas</b>

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### **A: POSITION OBJECTIVES:**

As per Targeted Early Intervention (TEI) Funded Objectives, with a focus on early help and support, to provide targeted services at the point where they can have the most impact and deliver the best outcomes for young people, their families, communities and funding bodies.

1. **Youth Worker**, Child, Youth and Family Team is a Family Capacity Building role working with Young People at risk of disengagement from school, family and community (Key TEI Target Group) to reduce the risk of entry into the child protective system.
2. **Family Support Activities** to be provided during **case management** involving activities to implement the case plans of individual clients such as young people; development of a case plan in client centred case plan to define outcomes that includes but not limited to home visiting, support, advocacy, counselling, mediation, referrals and skills development to help young people achieve their agreed outcomes. Along with regular case reviews with the client to identify achievements and develop an exit strategy.
3. **Provide information, advice and referral** for young people &/ or their families in relation to a specific topic. Effective and timely communication to facilitate client engagement, build and maintain referral pathways and partnerships, and proactively help young people and families to easily access services and determine the way their support is provided.

4. **Advocate** and advance the interests of the children, young people, families and the community through liaison, networking and representation of Karabi Community & Development Services on committees and through interagency meetings, and forums.
  5. **Education and Skills Training** aims to target support that builds the knowledge and skills of young people and their families with known vulnerabilities such as DFV, mental health, AOD, at risk of leaving school, and those with social and economic disadvantage; through individual, group based or other client centred approaches. Including online activities where specific workshops or modules are delivered to the individual or group of individual clients.
  6. Actively engage and support **Aboriginal Children, Families and Communities** by initiating and/ or facilitating Aboriginal activities to promote social participation and healing through the development of greater connection to Aboriginal culture, language and traditions. This could include social, cultural, recreational, youth, art or language activities / workshops or linking up members of a community around a shared issue, memorial days, or reconciliation activities.
  7. Ensure a **safe, healthy and supportive workplace** operates for all employees, volunteers, students and Management Committee members of Karabi Community & Development Services Inc.
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## **B. KEY RESPONSIBILITIES:**

### **1. DIRECT SERVICES TO CLIENT FAMILIES**

- 1.1. **Undertake a strengths based, client centred approach** to working with young people and their family or carers
- 1.2. Receive **Referrals** from within Karabi, external partners, other services and agencies
- 1.3. **Provide advice, referral and support** to young people, their families or carers, and relevant community member or agencies. Maintain up to date information and resource, and refer community members to the relevant services when necessary.
- 1.4. **Provide Case Management** for young people and their families. In consultation with the client, develop an agreed case plan that is goal directed and has measurable & clearly defined outcomes/expectations and exit strategies. Inclusive of monitoring and evaluating the effectiveness of the services being delivered to the young person and their family or carer.
- 1.5. **Provide Targeted Support** activities provided during best practice case management, which involve undertaking activities to implement the case plans of young person and their families or carers. Inclusive, but not limited to, home visiting, support (legal, language or to access TIS), advocacy, counselling; mediation; referrals and skills development to help clients achieve outcomes. It could also include providing education in line with the case plan. Respond to young people and their families when in crisis as per Karabi policy & procedures
- 1.7. **Provide education and skill development** programs such as such as Love Bites, Healthy Relationships, sport programs, Drop In, via outreach services such as in local high schools, at KNC Centre or online.
- 1.8. Provide **School Holiday Programs** and activities for young people and their families (particularly local young people) who do not have the means to participate or attend independently.
- 1.9. **Community Consultation, Research and Program Design** by conducting research through community consultation, literature reviews, demographic data, etc. to inform the provision of activities, programs and services to address identified youth, family and community needs.
- 1.10. Ensure **flexible, responsive work practices** that are reflective and consistent with the rights of the young person, their families and comply with legislative requirements, service philosophy, policies and procedures.
- 1.11. Ensure that **administrative requirements** are maintained according to organisational policies and procedures, funding requirements and legislation.

### **2. ACCESS TO SERVICES FOR MARGINALISED AND DIVERSE COMMUNITIES**

1. To **provide opportunities for Aboriginal and Torres Strait** children, families and communities to participate in the design and implementation of cultural activities, programs and events.
- 2.2. To provide opportunities for Culturally and Linguistically Diverse children, families and communities to participate in the design and implementation of cultural activities, programs and events.

- 2.3 To promote **cross cultural diversity and awareness** through community consultation, planning, activities and events.

### **3. TEAM RESPONSIBILITIES**

- 3.1. Work with other team members, volunteers and management using an ethical practice approach as outlined in Karabi's Policy and Procedures
- 3.2. Attend team / staff meetings, participate and contribute to team development
- 3.3. Attend regular supervision meetings with the Program Coordinator or EO as directed
- 3.4. Attend yearly performance appraisals with the EO
- 3.5. Attend appropriate training and development to build professional skills
- 3.6. Operate consistently within organisational policies & procedure

### **4. ORGANISATIONAL RESPONSIBILITIES**

- 4.1. Attend all training specified by management that will enhance professional development
- 4.2. Provide organisational and funding reports to the Program Coordinator and Executive Officer
- 4.3. To be familiar with, and observe Karabi' policy and procedures, with particular attention to Ethical Practice, Confidentiality, Equity and Diversity, Worker Health and Safety and Complaints
- 4.4. Preserve confidentiality and maintain high standards in relation to access to confidential information
- 4.5. Conduct other duties as directed by the EO and Program Coordinator in line with the support and promotion of the organisation, clients, volunteers and colleagues

### **5. EXTERNAL STAKEHOLDERS & SERVICE NETWORK**

- 5.1. Be familiar with the range and type of services relevant to client families inclusive of but not limited to eligibility criteria, location, referrals process, fees, wait list, availability of child care and cultural capability
- 5.2. Develop and sustain positive working relationships with community leaders, i.e. Aboriginal and those from a CALD background and with government and non-government services at a regional and state level

### **6. LIAISON AND NETWORKING**

- 6.1 To develop and maintain ongoing contacts with other youth related services, schools and groups within Blacktown, Cumberland and Parramatta Local Government Areas.
- 6.2 To develop and maintain links with local young people to ensure that services are responsive to the changing needs in the area.
- 6.3 To liaise with peak organisations and where appropriate, resource groups and youth networks.
- 6.4 To represent Karabi Community and Development Services Inc. at local, regional and State forums, approved by the Program Coordinator and EO and report to the Team and Management regarding this activity.
- 6.5 To participate in projects at a regional and State level in order to improve the amount of information available to young people & their families and increase accessibility of services.

### **7. SAFE, HEALTHY & SUPPORTIVE WORKPLACE**

- 7.1 Contribute to the development of, and participate in, processes that strengthen a positive organisational culture
- 7.2 Ensure Karabi Community & Development Services Worker Health and Safety policy and procedure is a fundamental priority.

### **8. GENERAL RESPONSIBILITIES**

- 8.1 Adopt and promote the philosophy, constitution and programs of the organisation.
- 8.2 Participate and contribute to all organisational activities and celebrations planning and evaluation of Karabi.

- 8.3 Contribute to and maintain a teamwork approach.
  - 8.4 Ensure all duties are carried out in a professional manner in accordance to Karabi policy and code of ethics.
  - 8.5 Maintain knowledge of, and comply with all legislative and policy requirements including EEO, WH&S and Access and Equity.
  - 8.6 Participate and contribute to all other activities as directed by management.
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## **ESSENTIAL CRITERIA**

1. A relevant tertiary Degree or Diploma qualification in Social or Community Studies, and experience in youth, family and community service provision.
2. Demonstrated understanding of the NSW Targeted Early Intervention Program.
3. Demonstrated knowledge, understanding and experience to case manage individual young people using person centred, strength based, and trauma informed youth, family and community development practices.
4. Demonstrated knowledge and experience in the project management of community activities and programs, inclusive of design, implementation, budgeting, evaluation and reporting.
5. Demonstrated ability to develop and foster relationships with a range of stakeholders, to effectively work with people from different ages/ gender groups, people from diverse social and cultural backgrounds.
6. Demonstrated skills and experience in facilitating education programs for young people.
7. High level verbal and written communication skills inclusive of report writing, presentation skills and grant writing.
8. Experience working with Aboriginal and Torres Strait Islander children, families and communities.
9. A first aid certificate, or willingness to obtain one.
10. A current driver's license and comprehensively insured car.

## **DESIRABLE**

1. Experience working with Culturally and Linguistically Diverse young people, families and communities.
  2. Understanding of CHSP – Commonwealth Home Support Program for Seniors
  3. Understanding of NDIS – National Disability Support Scheme
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## **APPLICATIONS**

ONLY applications addressing ALL of the Essential and Desirable Criteria will be considered for Interviews.

**Opens: 9 March 2021**

**Closes: 31 March 2021**

**Contact:** For more information or to obtain an application pack call **P 02 9631 6575** or **E [hr@karabi.org.au](mailto:hr@karabi.org.au)**