

## WESTGATE COMMUNITY INITIATIVES GROUP INC.

<b>Position title</b>	Youth Worker
<b>Project</b>	Youth Connections
<b>Reports to</b>	Youth Connections Coordinator
<b>Award Class</b>	Training & Placement Officer Grade 2. As per the Community Employment, Training and Support Services Award 1999 & the WCIG Enterprise Agreement 2008.
<b>Salary Range</b>	<p>Salary Package equivalent to: \$55,963 to \$64,245 pa (including 9% superannuation and salary packaging arrangements *)</p> <p>Salary package: \$49,536 to \$56,354 pa (<i>base salary including 9% superannuation</i>)</p> <p>* Due to WCIG's Public Benevolent Institution (PBI) status, WCIG receive concessional fringe benefit tax treatment and can therefore pass on these benefits to staff. The above equivalent salary package is currently correct, according to current tax legislation.</p>
<b>Time Fraction</b>	Full time (until 30 <sup>th</sup> June 2011)

### Organisation:

Westgate Community Initiatives Group Inc. (WCIG) is a community based not for profit, incorporated association committed to making practical responses to unemployment in the western region of Melbourne. WCIG's Mission Statement is "Creating Partnerships for Employment". We work in partnership with the community, each other, service users and government.

In carrying out our day to day work WCIG management and staff aspire to WCIG's values:

- **Relationships** which embrace dignity, community and mutual respect
- **Optimism** which is lived out in positive attitudes about people and expectations of success and growth
- **Innovation** including creativity, responsiveness, risk taking and flexibility
- **Diversity** that acknowledges differences and appreciates the diverse needs and skills of each person
- **Advocacy** which makes us socially pro-active for the disadvantaged
- **Staff** who are committed to the goals of the organisation and to their own development

WCIG currently manages the following projects:

- Disability Employment Services
- Australian Disability Enterprise
- Onsite Employment Support
- Youth Connections
- The Australian Apprenticeships Access Program
- Managed Individual Pathways
- Training Services

### About the Programme:

Youth Connections is a national, flexible, individualised and responsive service to assist young people who are most at risk of disengaging from education or training and

therefore not attaining Year 12 or equivalent and not making a successful transition to further study, training or work.

Youth Connections will offer a continuum of services so that young people at risk can access the help they need, including -

Youth Connections will offer the following services:

- assistance to young people at school who are most at risk of disengaging;
- flexible and tailored case management to young people who are disengaging or recently disengaged from school or who are severely disengaged;
- youth focused activities for young people with the purpose of engaging severely disengaged youth;
- strengthening services in the region, including by working with Partnership Brokers and relevant services to assist education providers and other organisations to build their own capacity to work with at risk young people.

In Victoria, the majority of the services delivery will be aimed young people who are disengaging, recently disengaged from school or who are severely disengaged.

Youth Connections is an initiative of the Commonwealth Government through the Department of Education, Employment and Workplace Relations (DEEWR).

### **Position Objective:**

This position assists young people aged between 13 to 19 to attain Year 12 or equivalent and to help them make a successful transition through education and onto further education, training or work.

### **Key Duties and Responsibilities:**

#### Operations

- Research, plan, organise and facilitate in proactive youth focused outreach activities to engage vulnerable young people into case management services
- Provide case management services (short or long term) to a caseload of young humanitarian refugees who are: most at risk of disengaging from school; have recently disengaged from school or other education environment; or are severely disengaged from school, education, family and/or community
- Conduct an assessment of the young person to: confirm eligibility; identify aspirations and goals; and identify barriers and risk factors
- In conjunction with the young person, implement and complete an individually appropriate Engagement or Re-Engagement Plan to overcome barriers and set timelines for engagement with education and training (ultimately directed towards Year 12, its equivalent or other suitable pathway)
- Provide services to the young person through one-on-one assistance, group assistance and other delivery methods
- Provide tailored assistance to the young person which may include: mentoring; counselling; motivation; advocacy and skills development
- Where appropriate, refer the young person to relevant support services. This may include: youth suicide and/or drug and alcohol services
- Ensure that targets and outcomes are achieved and compliance with other contractual arrangements are met
- Provide outreach services to young people from non WCIG youth friendly sites
- To establish and manage own client caseload
- Other duties as required and are consistent with this award classification

## Information

- Confidential hard copy records are maintained for each registered young person.
- Maintain records substantiating the eligibility of each young person; assistance provided (including the assessment, assistance provided that is consistent with individual needs), and outcomes achieved
- Ensure that record details of eligible young people is file noted in the Youth and Transitions Management Information System (YATMIS)
- Provide periodic performance reports

## Relationships

- Co-operative working relationships are established and maintained with education providers (secondary, tertiary and training); schools (welfare officers, MIPs staff and principals); youth service providers; Centrelink; JSA and YTSI providers and the enhanced Local Learning Employment Network
- Ensure that co-operative relationships are maintained with other teams, programs and staff within WCIG
- Ensure that effect working relationships are established and maintained with Djerrivarrh Employment and Education Services and the YMCA
- Attend relevant youth network meetings with the intent of promoting Youth Connections

## Compliance with Laws and Government policy

- Ensure that services are conducted free from any sexual harassment and any unlawful discrimination which contravenes the:
  - Commonwealth Racial Discrimination Act 1975
  - Commonwealth Sex Discrimination Act 1984
  - Disability Discrimination Act 1992
- Ensure services are conducted in compliance with relevant sections of the:
  - Privacy Act 1988
  - Crimes Act 1914
  - Freedom of Information Act 1982
- Ensure that you act in accordance with WCIG policies and procedures, including but not limited to WCIG's Code of Conduct, Equal Employment Opportunity, Sexual Harassment, and Occupational Health and Safety Policies.

## OH&S

All WCIG employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety. All employees are responsible for their own safety and that of fellow employees. All employees must:

- Report unsafe or unhealthy work practices to coordinators
- Comply with WCIG OH&S policies and procedures and to follow directions given by coordinators, site managers or any OH&S representatives in relation to safe work practices.

## **Selection Criteria:**

### **1. Technical/Professional Skills and Knowledge**

- Tertiary qualifications in welfare related field which may include youth work, social work, counselling, psychology or community services and/or significant experience in working with young humanitarian refugees
- Demonstrated experience in working with young people who are most at risk and have multiple barriers
- Knowledge and understanding of issues affecting young people's engagement with learning
- Demonstrated ability to effectively apply technical knowledge to solve a range of problems
- Ability to plan, implement and/or facilitate youth focused activities

- Proficient in computer skills
- 2. Understanding Diversity**
- Ability to acknowledge the differences and the diverse needs and skills of each participant
- Cultural competency and demonstrated experience in working with the relevant communities (Humanitarian refugees)
- 3. Support, Counselling and Referral**
- Demonstrated ability to support clients who have multiple barriers by motivating, advocating, counselling, and/or mentoring
- Demonstrated ability to maintain regular contact with clients via phone or face-to-face to assess clients progress
- Demonstrated ability to refer clients to relevant support services
- 4. Focused on Outcomes**
- Demonstrated ability to plan and prioritise own work to achieve outcomes/goals
- Demonstrated ability to achieve individual and team goals
- 5. Self Management**
- Demonstrated ability to organise and manage own workload and problem solving
- 6. Developing and Managing Relationships**
- Ability to develop and maintain partnerships and productive relationships with stakeholders to achieve outcomes
- Demonstrated ability to nurture external relationships and work effectively with key agencies within the region

A Victorian drivers licence is also mandatory for this position.

**Relevant Knowledge and Experience:**

- Demonstrated capacity to implement WCIG Values (listed above)
- Ability to work in an environment of substantial organisational change
- Sensitivity to the cultural diversity of the region and its implications for the delivery of appropriate programs.

**Important Notes:**

- This position is funded through a contract with the Department of Education, Employment and Workplace Relations (DEEWR) and continuation at the current level is therefore dependent on the ongoing availability of this funding.
- Employees must consent to a Police Record check; confirmation of employment with WCIG is subject to a satisfactory outcome of the Police Record check.
- The successful applicant must provide a current Working with Children Check card or evidence of being in the process of obtaining a card (application receipt).
- WCIG is an Equal Opportunity Employer and encourages people with a disability to apply.
- WCIG acknowledges & respects the privacy of individuals & handles personal information in compliance with National Privacy Principles. Your personal information will be destroyed when no longer required.
- Employees are expected to attend a two day bi-annual Staff Conference, which includes one day of a weekend.

**Employee**

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date:                    /        /