

# Position Description



<b>Title:</b>	Youth Worker
<b>Business Unit:</b>	Crisis and Homelessness
<b>Location:</b>	Ringwood
<b>Employment type:</b>	Part Time/Casual
<b>Reports to:</b>	Program Manager

## About Uniting

Uniting works alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallee in East Gippsland, the Wimmera region in the west, and across Tasmania.

Uniting is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (LGBTIQ) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## Position purpose

The Youth Worker will work closely with senior staff, youth workers, placement students, volunteers and participants to ensure the programs are effectively engage young people.

## Scope

**Budget:** Nil

**People:** Nil

## Relationships

**Internal:**

- All crisis & homelessness staff
- All support and foundation services staff

**External**

- Clients
- Families and advocates
- Government funding bodies

## Key responsibility areas

**Service delivery**

- Support and encourage young people to engage in socially inclusive activities

Approved by: EO of Eastern & Southern VIC	Page 1 of 3	Division: Resilient Communities
Date Approved: April 2019	Printed copies of this document are not controlled.	Next Review Date: April 2020

# Position description

## Youth Worker



- Foster a team approach to the implementation of day-to-day household/office administrative functions such as shopping, cooking, cleaning, transporting clients, petty cash, documenting in the Communication Book, etc
- Receive referrals to the service according to standard policies and procedures
- Provide a client focused approach which takes into account individual client needs
- Ensure the safety and wellbeing of clients during their stay in the refuge

### Communications

- Maintain client and financial records according to programs requirements
- Articulate clear and persuasive messages about key issues when working with clients

### Leadership/Teamwork

- Develop and maintain effective relationships with key stakeholders including clients, families, community service organisations, relevant professionals and government officials.

### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees, founding agency employees and external stakeholders in accordance with Uniting's values and professional standards of behavior...
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to General Manager People and Culture.
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

---

## Performance indicators

---

### Person specification

#### Qualifications

- Essential: Certificate IV Youth Work or related discipline
- Essential: Current valid driver's license
- Desirable: Diploma qualification within the relevant service discipline

#### Experience

- Desirable: Previous experience in a similar role

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Teamwork:** willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment
- **Professionalism:** Executes day-to-day activities in a positive, friendly and enthusiastic manner.
- **Culturally Aware:** Values diversity as a strength and positively utilises diversity
- **Client Focused:** Prioritises needs of clients
- **Communication:** Well development communication and interpersonal skills
- **Time Management:** Ability to manage workloads and priorities tasks
- **Problem Solving:** Well developed problem solving skills

# Position description

## Youth Worker



---

### We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

---

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>