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|  | Position Title: Personal Advisor - Stand by Me Program | | Team: Community & Mentoring | | Region: Gippsland |
| | Supervisors: Team Leader Education and Youth Transitions | Delegations and Authorities: In Line with Delegations Policy | | Band: A | Date Completed: 27 June 2018 |

ORGANISATIONAL INFORMATION

| OUR VISION AND FOCUS | | ROLE CONTEXT | |
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| <p>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex needs. We work across metropolitan, regional and rural Victoria.</p> <p>To achieve our Vision, Berry Street delivers a wide variety of programs, from those aimed at strengthening families and communities through to those that focus on helping people recover from the trauma of violence, abuse and neglect.</p> <p>We also engage government, other community organisations and the general public in child-focussed advocacy and knowledge sharing.</p> | | <p>The Stand by Me Program is Berry Street's innovative support model for young people who are leaving the care system. The Personal Advisor will support young people to transition from care to independent living from when they are preparing to leave care, up to the age of 21. This project has been supported by the Anne Miller Trust.</p> <p>Through personal case support and assistance with accommodation and independent life skills, The Personal Advisor will ensure a more successful transition to adult living for young people leaving care. The focus will be on building sustainable social and community connections for the young people involved.</p> | |
| OUR VALUES | | PRIMARY OBJECTIVES OF THE ROLE | |
| <p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: To be the best we can be and to never give up</p> <p>Integrity: Expect a personal and organisation commitment to honesty</p> <p>Respect: Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p>Accountability: Be responsible for our own actions</p> <p>Working Together: Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p> | | <ul style="list-style-type: none"> • Providing personal case support and assistance with accommodation and independent life skills the role will ensure a more successful transition to adult living for young people leaving care • Support the young people who reside in Berry Street's transitional properties to develop their independent life skills • Coordinating and reporting the management of the properties to Berry Street's central property manager • Managing a brokerage (flexible) funding pool | |
| | | REPORTING RELATIONSHIPS | |
| | | <p>This role is based in Morwell and 38 hours per fortnight. It is part of the broader Community Partnerships & Youth Support Services which include Mentoring, Community Education, L2P's, Transition to Work and Child & Family support services.</p> <p>This role reports to the Team Leader Education and Youth Transitions - Gippsland who will provide supervision and review. This role has no direct reports and works in conjunction with other team members.</p> <p>The Stand by Me Personal Advisor will work closely with the Department of Health and Human Services & Berry Street Case Management services as well as the Whitelion Leaving Care Mentoring and Community Integration program.</p> | |

| EXPECTATIONS | |
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| <ul style="list-style-type: none"> • Conduct themselves in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together. • Have a demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety. • Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women. • Berry Street are committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street are also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities. | |
| KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE | |
| <ul style="list-style-type: none"> • Demonstrated experience in working with young people in care and utilising effective engagement strategies • Ability to teach young people living skills, personal care & skills to self-manage • Ability to employ strong advocacy skills and to act as a key conduit between the young person and appropriate support services • A commitment to a collaborative team approach of working • Highly effective conflict resolution skills and the ability to model effective problem solving • Analytical and report writing skills • Computer and administration skills • Excellent written and oral communication skills • Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies | |
| QUALIFICATIONS AND OTHER REQUIREMENTS | DESIRABLE |
| <ul style="list-style-type: none"> • A tertiary qualification and/or extensive experience in Youth/Social Work or associated human service field are deemed essential. • Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances. | <ul style="list-style-type: none"> • Demonstrated ability to work in partnership with young people to identify activities and programs that will promote an interest in education and training and employment. • A knowledge and demonstrated ability to liaise with relevant government and non-government services that young people may utilise in relation to incomes, physical and mental health, legal, employment, education and training resources and housing. |

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

| ACCOUNTABILITY | SPECIFIC RESPONSIBILITIES |
|---|--|
| Service Delivery | <ul style="list-style-type: none"> • To work collaboratively with the Community Partnerships & Child & Family Suite of services as well as other services to provide a high standard of service delivery to young people leaving the care system. • To participate in the assessment process for prospective young people identified for suitability to the program. • To maintain a caseload of 8 young people by providing an intensive client centred case support role for those who are leaving or have left the care system & up to 14 others leaving residential care in Gippsland. • Provide a high level of engagement to the young people on a regular basis. • To assist the young people to further develop living skills to enable them to become independent and self-motivated and to facilitate community connections and mentoring relationships. • To work actively to secure housing accommodation options for young people that address issues of loneliness and social isolation and to assist them in negotiating the barriers to the maintaining the accommodation. • To support the young person to increase their educational and / or employment opportunities • To maintain adequate young people's files and provide a case management service to the young people. • Develop in conjunction with the young people and others as appropriate, plans with specific objectives, and anticipated timelines, tasks and responsibilities necessary to achieve the young person's identified goals. • To engage in appropriate secondary consultation with professionals around the needs of the young people as required, e.g. education and/or training, job service providers, legal, income and counselling services. • The personal advisor will be responsible for a Brokerage (flexible) funding pool which can be used to pay for targeted specific practical assistance. |
| Administration | <ul style="list-style-type: none"> • To maintain the confidentiality and safety of all young people's files. • To undertake such program administrative duties as directed. • To participate in relevant organisational meetings including team meetings as required. • To provide a monthly report to the Team Leader Education and Youth Transitions - Gippsland • To provide updates as requested by the funder Anne Miller. |
| Community, Education & Development | <ul style="list-style-type: none"> • To promote and advocate youth issues relevant to the needs of young people with Local, State and Federal groups/agencies and Government departments as necessary. • To build capacity and knowledge with respect to accessing resources within the broader community, to enhance service delivery to young people participating in the Gippsland Stand by Me program. • To assist in the evaluation of the Gippsland Stand by Me program to support ongoing advocacy for the client group. |
| Other | <ul style="list-style-type: none"> • To actively participate in staff meetings and annual program reviews, program and policy development and associated activities. • To participate in relevant staff development opportunities. • Other duties as directed. |

CONDITIONS OF EMPLOYMENT

1. This position is for 38 hours per fortnight. There is no paid overtime, but any extra hours worked will be accrued as Time-in-Lieu according to the *Berry Street Victoria 2014-2017 Agreement*.
2. You will initially be employed at our Morwell Office. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the *Berry Street Victoria 2014-2017 Agreement*, which includes above Award payments and eligibility for remuneration packaging. Salary packaging up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
4. The base salary for this position is SCHADS 5, PP1 which is \$72,296.41 (pro-rata) under the *Berry Street Victoria 2014-2017 Agreement*. The value of the salary can be increased through salary packaging.
5. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-existing injury/disease declaration, a criminal records check and proof of identity and qualifications.
8. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
9. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However, failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
10. Berry Street has a smoke-free workplace policy.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

| Element | Key Activity | Frequency |
|-----------------------------|---|------------|
| Work Environment | Manage demanding and changing workloads and competing priorities. | Regular |
| | Work in a team environment. | Daily |
| | Work in different geographic locations. | Occasional |
| | Be exposed to all outdoor weather conditions. | Daily |
| | Work back to back shifts. | Occasional |
| | Wear personal protective equipment (e.g.: rubber gloves) to provide protection from potential infectious and hazardous substances. | Occasional |
| | Work in unstructured environments (e.g. outreach). | Regular |
| | Work office hours with the possibility of extended hours. | Regular |
| | Work in an open plan office. | Daily |
| | Work in buildings which may be two-storey. | Occasional |
| | Sit at a computer or in meetings for extended periods. | Regular |
| | Present at court and other jurisdictions. | Occasional |
| | Work with clients who may have a physical or sensory disability. | Regular |
| | Liaise with government, non-government and community organisations. | Daily |
| People Contact | Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police. | Regular |
| | Interact with clients and members of the public who could display verbal or physically challenging behaviour. | Occasional |
| | Support and participate with clients in recreational activities (e.g.: gardening, ball games, swimming, walking, camping, hiking, trampolining, tennis and cricket). | Occasional |
| | Facilitate access to specialist, generic and community services. | Regular |
| | Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data. | Daily |
| Administrative Tasks | Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos and electronic whiteboards. | Regular |
| | Drive vehicles possibly over long distances and in all traffic and weather conditions. | Occasional |
| Transport | Use public transport including trains, buses, trams and taxis. | Occasional |
| | Drive vehicles with possible distractions from client behaviour, verbal or physical. | Occasional |