

	Position Title: Youth Development Worker		Team: Community Partnerships & Support Services - Shepparton Education First Youth Foyer Program	Region: Hume
	Supervisor: Team Leader - Education First Youth Foyer Program	Delegations and Authorities: In Line with Delegations Policy	Band: A	Date Completed: 9 November 2018

ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS	ROLE CONTEXT
<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 Education First Youth Foyer Program is an innovative partnership model to help young people who are committed to their education but who are at risk of homelessness build sustainable lives. The Model developed by the Brotherhood of St Laurence and Launch Housing and is based on the Open Talent and Advantaged Thinking approach.</p> <p>The aim of the program is to offer young people who are committed to continuing their education and/or training with the opportunity to access safe and supported accommodation and engagement with personalised supports, mentoring and coaching that combined with the educational opportunities, will help them develop and lead sustainable lives.</p> <p>The program has strong partnerships with 4 key stakeholder groups:</p> <ul style="list-style-type: none"> • Education Providers • Business and Industry • Community Agencies and • Philanthropic Organisations
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p><i>Berry Street expects all staff to apply these Values in all aspects of their work.</i></p> <p><i>Courage:</i> To be the best we can be and to never give up</p> <p><i>Integrity:</i> Expect a personal and organisation commitment to honesty</p> <p><i>Respect:</i> Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p><i>Accountability:</i> Be responsible for our own actions</p> <p><i>Working Together:</i> Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>	<ul style="list-style-type: none"> • Support the ongoing operation of the Education First Youth Foyer Program. • Provide individual mentoring and coaching to students of Foyer to support their development of goals and life skills • Promote the Education First Youth Foyer as a community engaged program and promote opportunities for students to engage with their community • Hold a Champion portfolio of a specific program service offer
	REPORTING RELATIONSHIPS
	<p>This role is based at The Foyer in Shepparton. It is part of the broader Community Partnerships and Support Services team which includes other Community based programs across the Hume Region.</p> <p>This role reports to the Team Leader - Education First Youth Foyer Program who will provide supervision and review.</p>

EXPECTATIONS	
<ul style="list-style-type: none"> • Conduct oneself 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 is committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street is 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"> • Excellent written and oral communication skills. • Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies. • A thorough background in and understanding of, or a demonstrated ability to quickly acquire such knowledge in one or more of the following areas: <ul style="list-style-type: none"> - Community and social welfare programs - Education and learning, including vocational education - Young people's transitions and educational pathways • Knowledge of the Open Talent and Advantage Thinking approaches. • Experience in working within a diverse team of staff as well as the ability to work independently and autonomously. • Experience in building positive relationships and communicating effectively with internal and external contacts with diverse backgrounds and abilities. • Experience and a dedication to work alongside young people to reach their full potential through community opportunities • Must be available for night shifts 	
QUALIFICATIONS AND OTHER REQUIREMENTS	DESIRABLE
<ul style="list-style-type: none"> • 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"> • A tertiary qualification in Youth Work, Community Services, Education and/or appropriate experience. • Looking for staff from a broad range of life experiences, skill and employment backgrounds who have a genuine interest in supporting young people to experience their community and make a contribution to the community.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Direct Service Delivery	<ul style="list-style-type: none"> • Support the management of the day to day operations of the Youth Foyer to ensure annual operating plans and key performance indicators are achieved. • Adhere to the Youth Foyer Practice Guide and support the development and delivery of professional learning programs for students. • Support the provision of safe, high quality accommodation for young people including managing student dynamics and complex needs and hold a case load. • Contribute to the facilitation and promote participation from the students in the running of the Foyer are resourced to become advocates for change. • Support the culture of developing positive language and talent building. Assist in the development and monitoring of rosters and participate in the after-hours roster. • Create and maintain a culture of developing positive language and talent building. • Delivery of the Certification 1 in Developing Independence and ensure key students have opportunities and coaching to complete the qualification in a timely manner, in conjunction with the GOTAFE Developing Independence Teacher.
Foyer Service Offering	<ul style="list-style-type: none"> • Ensure the effective implementation of the Open Talent approach. • Promote a culture of which promotes the aspirations of young people in keeping with Open Talent.
Administration	<ul style="list-style-type: none"> • Adhere to Berry Street's administrative and financial systems, policies and procedures. • Ensure reporting guidelines of SHIP and BSL research are followed. • Ensure Champion portfolio reporting to management and prescribed number of workshops opportunities is in service delivery. • Assist in monitoring and maintaining records of expenditure within the program. • Ensure Residential Tenancies Association guidelines are followed. • Support the monitoring and management of risk and OHS systems. • Ensure that data and information is collected in line with the Youth Foyer evaluation requirements • Participate in the after-hours roster
Program Development	<ul style="list-style-type: none"> • Support all relevant policies and procedures are implemented and adhered to, including the complaints handling procedures and methods for responding to critical incidents. • Assist in ways to capture, communicate and share innovative ideas and practices. • Foster a culture of excellence in service delivery.
Personal and Team Contribution and Effectiveness	<ul style="list-style-type: none"> • Work effectively as part of a supportive and cohesive team and participate in teamwork to enhance the delivery of services to clients, including the orientation and integration of new staff to the Foyer. • Participate in annual performance management planning in which service objectives and professional development needs are discussed and determined. • Promote adherence to Berry Street's core values.
Partnership and	<ul style="list-style-type: none"> • Connect young people to the right opportunities, resources, people and places to develop their talents and achieve their goals.

Stakeholder Relations	<ul style="list-style-type: none"> • Assist in collaboration with KI or HG to ensure that Youth Foyer is integrated within the Institute. • Support networks and relationships that lead to educational and employment opportunities for students
Other	<ul style="list-style-type: none"> • To maintain a high level of confidentiality regarding the young people's information and history and that of their family. • To attend all relevant organisational meetings, participate in supervision, attend all mandatory training • To ensure that duty of care is undertaken in a professional manner with due regards to relevant agency and Department policies. • Other duties as required.

CONDITIONS OF EMPLOYMENT

1. This position may be required to work additional hours as necessary, and 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 the Foyer Shepparton. 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 remuneration for this position is, depending on experience, SCHADS Level 3 Pay Point 1 \$56,303.25 – SCHADS Level 4 Pay Point 1 \$63,461.31 gross per annum (full time equivalent), 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-employment health 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.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Regular
	Be exposed to all outdoor weather conditions.	Regular
	Work in unstructured environments (e.g. outreach).	Regular
	Work office hours with the possibility of extended hours.	Regular
	Work on-call after hours.	Regular
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey.	Regular
	Sit at a computer or in meetings for extended periods.	Daily
	Work in an environment with competing demands.	Daily
	Present at court and other jurisdictions.	Occasional
People Contact	Liaise with government, non-government and community organisations.	Daily
	Work with clients who may have a physical or sensory disability.	Regular
	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.	Regular
	Facilitate access to specialist, generic and community services.	Daily
	Undertake training and professional development activities.	Regular
Administrative Tasks	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
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily

Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular
	Drive vehicles with possible distractions from client behaviour, verbal or physical.	Occasional