

	Position Title: Engage! Project Worker Wellington	Team: Community, Mentoring & Education & Transition Team		Region: Gippsland Office: Sale
	Supervisor: Team Leader Community Programs	Delegations and Authorities: In Line with Delegations Policy	Band: A Salary: SCHADS Level 5 PPT 1	Date: October 2019

OUR VISION AND PURPOSE	ROLE CONTEXT
<p>We believe children, young people and families should be safe, thriving and hopeful.</p> <p>Our Vision for 2022: Together we will courageously change lives and reimagine service systems.</p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporise our models of practice.</p> <p>We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.</p>	<p>The position of Engage! Project Worker Wellington forms part of the Community, Mentoring & Education & Transition Team delivering opportunities for young people to connect with and contribute to their community.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p>We expect all staff to apply these Values in all aspects of their work.</p> <p>Courage: to never give up, maintain hope and advocate for a 'fair go'</p> <p>Integrity: to be true to our word</p> <p>Respect: to acknowledge each person's culture, traditions, identity, rights, needs and aspirations</p> <p>Accountability: to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used in the best possible way</p> <p>Working Together: to work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>	<p>The Engage! Project Worker will facilitate the development of young people aged 12 – 25 years, through the exciting Launching Youth Forward (LYF) project providing participants with an opportunity to start their pathway to education or employment and community connectedness right at the beginning.</p> <p>The Engage! Project Worker will engage young people across Wellington Shire to co-design their Individual Launch Plan (ILP) empowering them to articulate and achieve their own personal goals and aspirations, addressing any immediate basic needs they might have (e.g. housing, food, safety) and to make links to social assets available across community.</p> <p>Program delivery will maintain consistency with all elements of the Victorian State Government Youth Policy and Youth Charter.</p>
	REPORTING RELATIONSHIPS
	<p>This role is based at our Sale Office.</p> <p>This role reports to the Team Leader Community Programs 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 within the principles of continuous improvement and occupational health and safety. • Berry Street is committed to diversity and inclusion. We aim to ensure every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality or religion. • Berry Street is committed to being a child safe, child friendly and child empowering organisation. In everything we do we seek to protect children. We are committed to the cultural safety of Aboriginal and Torres Strait Islander children; children from culturally and/or linguistically diverse backgrounds; children with a disability; children who identify with a sexual and or gender minority identity. 	
KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE	
<ul style="list-style-type: none"> • Excellent written and oral communication skills including public speaking, presentations and facilitation skills. • Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies. • Demonstrated experience in the provision of support, community development projects and services to young people facing barriers to employment and education. • Demonstrated ability to communicate and develop positive relationships with project participants, including young people and volunteers. • Demonstrated ability to work in a dynamic team environment. • Commitment to working with and empowering disadvantaged young people. • Ability to network to promote the program and provide professional representation at internal and external meetings and forums. • An awareness and understanding of the Victorian State Government Youth Policy and Youth Charter. 	
QUALIFICATIONS AND OTHER REQUIREMENTS	DESIRABLE
<ul style="list-style-type: none"> • A tertiary qualification in social work, welfare, teaching or a related social science. • 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"> • Experience in group work delivery.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Direct Service Delivery	<ul style="list-style-type: none"> • Participate in project promotion. • Ensure the completion of appropriate participant intake, assessment and monitoring documentation takes place and contribute to the development and maintenance of monitoring and review mechanisms. • Complete an Individual Launch Plan with each Engage! Participant supporting their engagement in their individualised plan. Addressing any immediate basic needs that a young person might have (e.g. housing, food, safety). • Provide participants with an opportunity to commence their pathway to education or employment and community connectedness • Assist in the development of a series of youth focused activities consistent with the project aims and objectives. • Assist in the development of a schedule of school holiday activities. • Facilitate regular groups of young people where they will together identify a joint project. • Organise a group of young people to support the Upswing Youth Fest in Mental Health week in October. • Provide debriefing opportunities to all program participants. • Effectively liaise with the Wellington Youth Services Network, wellington Youth Council and community agencies and engage project partners in the delivery and development of the project. • Liaise with the FReeZA program in preparation for activities. • Empowering young people to articulate and achieve their own personal goals and aspirations and make links to social assets available across our community. • Monitor project outcomes and progress in conjunction with project partners and work towards agreed work plans.
Administration	<ul style="list-style-type: none"> • Maintain designated client records and provide reports as required by the Team Leader Community Programs, Senior Manager Community, Deputy Regional Director and Regional Director, Gippsland Region. • Maintain an up to date active client register. • Ensure all appropriate participant documentation is recorded and maintained appropriately. • Monitor project outcomes and progress in conjunction with the Senior Manager Community and work towards agreed work plans. • Represent Berry Street Victoria – Gippsland at meeting and forums for individual clients, the program and the organisation as designated.
Program Development	<ul style="list-style-type: none"> • Participate in relevant regional and state-wide forums in consultation with the Senior Manager Community. • In conjunction with the Senior Manager Community, operate within appropriate policy and service delivery guidelines. • In conjunction with the Senior Manager and funding body, OoY, requirements, operate within the boundaries of the work plan. • Identify opportunities for promoting the project and recruiting participants. • Positively promote the project in ways that enhance Berry Street's profile in the community.
Other	<ul style="list-style-type: none"> • Other duties as required.

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