

Department of Communities Tasmania

STATEMENT OF DUTIES

Position Title	Youth Worker
Position Number	Generic
Division/Branch/Section	Children and Youth Services Services to Youth Community Youth Justice
Award/Agreement	Health and Human Services (Tasmanian State Service)
Classification	General Stream Band 4
Position Status*	Permanent/Fixed-term
Position Type*	Full-time/Part-time
Location	South/North/North West
Reports to	Youth Justice Worker - Community Development / Area Manager Community Youth Justice
Check Type	Schedule I
Position Features	Travel and client transport is a requirement of this role.

** The above details in relation to Position Status and Position Type may be different when this position is advertised – please refer to the advertisement for vacancy details.*

About Us

Communities Tasmania brings together a range of functions, programs and initiatives aimed at enhancing and improving the lives of all Tasmanians. To create strong, inclusive and proud communities the Department will collaborate with our community-based partners to empower individuals and families throughout Tasmania to lead fulfilling lives.

Communities Tasmania provides opportunities for all Tasmanians to participate in community life and sport and recreation; supports, protects and nurtures vulnerable children, young people and their families; delivers and facilitates specialist disability services; and provides services to support social and affordable housing. The services of Communities Tasmania are based in all major centres throughout Tasmania, therefore some roles may require intrastate travel.



Primary Purpose

As part of a Youth Justice Team provide operational and outcome focused restorative justice services in the community to clients who are subject to diversionary programs and legal orders.

Primary Duties

1. Under the direction of the Youth Justice Worker - Community Development/Area Manager Community Youth Justice, assist and support young people to undertake specific community service tasks assigned by a Community Service Order program.
2. Develop and maintain positive working relationships with stakeholders including representatives of organisations participating in the Community Service Order Program, other teams and services in the Agency and relevant government and non-government agencies.
3. Undertake client contact and support in conjunction with the Youth Justice Worker - Community Development/Area Manager Community Youth Justice.
4. Input accurate data including client case notes, complete departmental forms and provide detailed written reports.
5. Participate in staff development training to improve the quality of service delivery through increased personal skills and competency levels. Attend Unit meetings as required.
6. Transport young people safely to and from a range of environments including Community Service Order activities, home, school and recreational activities.
7. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Level of Responsibility, Direction and Supervision

Within operational guidelines and in accordance with the *Youth Justice Act 1997*, the occupant of this position is responsible for the provision of support to clients undertaking diversionary programs or subject to legal orders. The relevant Youth Justice Worker - Community Development/Area Manager Community Youth Justice will provide direction and supervision. The occupant will

- Work collaboratively as part of a larger team, and contribute to the improvement of processes in the work area, deal appropriately with challenging behaviours and refer issues to the relevant Youth Justice Worker - Community Development /Area Manager Community Youth Justice as required.



- Provide feedback to Youth Justice Worker - Community Development/Area Manager Community Youth Justice in relation to work undertaken with clients. This includes maintaining client records and preparing reports to assist case planning and reviews and attending related meetings as required.
- Exercise initiative, judgement and discretion in the performance of duties and maintain strict confidentiality at all times.
- Exercise reasonable care in the use of equipment and in the performance of duties consistent with the workplace safety requirements.

Essential Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Satisfactory completion of an appropriate course of study at a recognised tertiary institution.
- Current Driver's Licence
- Current Tasmanian Working with Children Registration
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
 - 1 Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
 - e) Serious traffic offences
 - 2 Identification check
 - 3 Disciplinary action in previous employment check.

Desirable Requirements

- A Certificate IV in Youth or Community Services work.

Selection Criteria

- I. Ability to supervise, support, motivate and engage constructively with young people and act as a positive role model.



2. Ability to impose reasonable limits and controls for young people and deal effectively with challenging behaviours.
3. Understanding of adolescent development and the issues impacting on young people, particularly in the youth justice context.
4. Capacity to apply formal learnings and practical experience in the review and implementation of programs, case planning and client services.
5. Competent conceptual and problem solving skills in order to identify potential issues and evaluate problems.
6. Competent computer literacy and work organisation skills, with the capacity to prepare reports, maintain client records and meet reporting requirements.
7. Well-developed interpersonal and communication skills as demonstrated by tactful dealings with a diverse client base, families and support service providers.

Values and Behaviours

We are a values-based organisation. Our aim is to attract, recruit and retain people who uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important.



Communities Tasmania is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours of Communities Tasmania enable everyone to be respected in the workplace and to have equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

Communities Tasmania does not tolerate violence, especially violence against women and children.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>



Fraud Management: Communities Tasmania has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, the Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Executive Director Capability and Resources or to the Manager Internal Audit. Communities Tasmania is committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and is conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant manager can provide details to the occupant of delegations applicable to this position. Communities Tasmania has a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of the Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by Communities Tasmania policy) with Communities Tasmania are expected to comply with Agency policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of Communities Tasmania are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: Communities Tasmania is a smoke-free work environment. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.