

POSITION DESCRIPTION

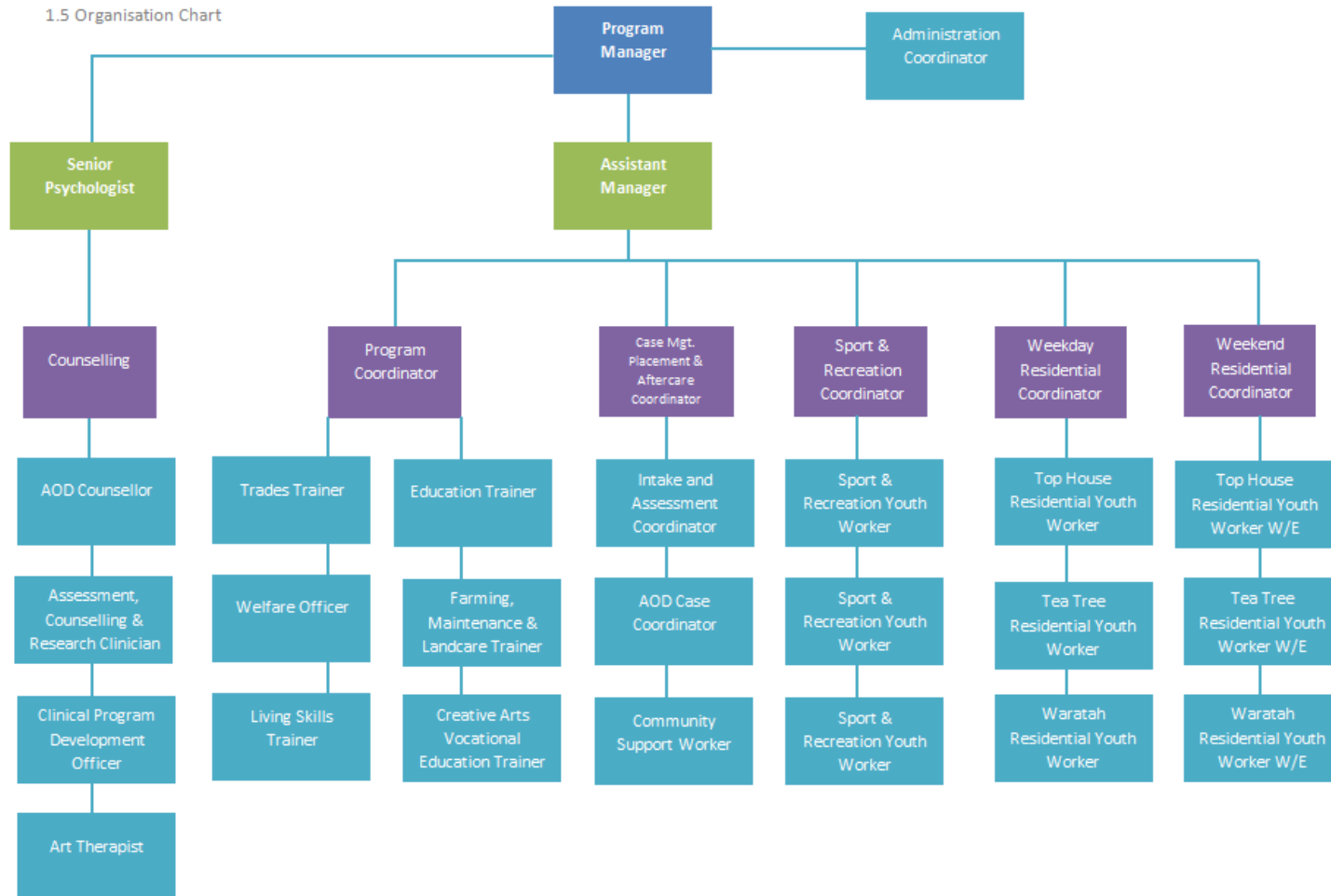
Sport and Recreation Youth Worker - Triple Care Farm

Job Title:	Sport & Recreational Youth Worker
Responsible To:	Sport & Recreational Coordinator
Responsible For:	Sport & recreational supervision, support and guidance to students in the program.
Founding Purpose	<p><i>“This is how we know what love is: Jesus Christ laid down His life for us. So, we also ought to lay down our lives for others.” (1 John 3:16)</i></p> <p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p>
Vision	<p><i>Pathways for life</i></p> <p>Our vision is to see a fairer Australia by enabling people in need find pathways to a better life</p>
Organizations’ Core Values	Compassion Integrity Respect Perseverance Celebration
Organisation Mission	<p>Walking alongside those in need, we help people discover:</p> <ul style="list-style-type: none">• <i>Pathways to strong families and healthy, happy children</i>• <i>Pathways through a successful youth</i>• <i>Pathways away from homelessness</i>• <i>Pathways to skills and qualifications</i>• <i>Pathways to sustainable employment</i>
Position Purpose:	Acting as an appropriate role model to students, the Sport and Recreation Youth Worker provides opportunities for students to participate in a range of quality sporting and recreational activities, with a view to increasing physical fitness, providing exposure to the benefits of healthy outdoor pursuits, teamwork and planning.
Key Challenges	Managing challenging behaviours; applying appropriate boundaries and consequences where necessary, and assisting students to develop key skills in interpersonal relationships.
Key Result Areas	<ul style="list-style-type: none">▪ Client support and supervision▪ Program support▪ Administration

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A. ORGANISATION CHART (What are the key reporting relationships for the role?)



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B. JOB REQUIREMENTS (What are the key activities for the role?)

Key Responsibility Area I	Client Support and Supervision
Key Tasks:	Job holder is successful when:
<ul style="list-style-type: none"> • Support the progress of student residents towards the achievement of their casework goals and their movement through the three stages of the Triple Care Farm program. • Maintain acceptable standards of student conduct in accordance with the program's established rules. • Establish positive working relationships with students, endeavoring to understand and interpret their behaviour, thus influencing positive attitudinal and behavioural change. • Assist with planning and organisation of weekend activities; conduct recreational activities with students with an emphasis on having fun without drugs. • Ensure that weekend activities are varied and the special physical needs of individual students are met. • Ensure that all cottages are maintained in a tidy and hygienic condition at all times. • Resolve student complaints or refer them to the Shift Team Leader • Ensure the safe storage and distribution of student medications and the maintenance of essential medical records in each of the Farm's cottages. • Report student illness or injury to facilitate any necessary treatment or first aid. • Adhere to WHS policies and procedures when planning, conducting and concluding sport & recreational activities. • Ensure the maintenance of Log and Communication Books as described in the 	<ul style="list-style-type: none"> • Clients are supported in their progress towards targets with positive outcomes achieved. • Students comply with internal and external regulations with minimal non-compliance maintained. • As far as practicable, students demonstrate the ability to participate successfully in group activities with minimal non-compliance maintained. • Students participate in a range of outdoor activities and achieve increased levels of physical fitness. • Physical fitness assessments are completed, recorded and individual plans adhered to. • Cottages are kept clean and tidy. • Student incidents are documented and addressed in a timely and effective manner. • Student medications are kept secure at all times, administered appropriately and documentation is accurate and up to date. • Full compliance with reporting policies and procedures is achieved. • Safety and risk management plans relating to all activities are adhered to.

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Policy and Procedure Manual including the recording of incidents and events occurring on residential shifts.	
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Key Responsibility Area 2	Program Support
Key Tasks:	Job holder is successful when:
<ul style="list-style-type: none"> As required contribute to case planning-monitoring meetings with the Case Coordinator, to ensure the progress of individual students through their programs and towards the achievement of their goals. Ensure cottage furnishings, equipment and stores are maintained and used with due care. Ensure the Sport & recreational equipment is maintained and used with due care. Assist, at every opportunity, the ongoing development of the Triple Care Farm program through the maintenance and expansion of life skills training and recreational, leisure and social activities aimed at the overall development of students. Participate in staff meetings, workshops, training courses as required, to improve professional knowledge and skills and the overall service quality offered at Triple Care Farm. Undertake any associated duties as requested or directed by the Sport and Recreational Coordinator, the Assistant Manager or Program Manager. 	<ul style="list-style-type: none"> Active participation and contribution to case planning-mentoring meetings is achieved. Cottages are well resourced at all times. Sport and recreational equipment remains in good condition. Students participate in a range of sporting, leisure and general fitness activities in line with their individual case plan, fitness plan and personal goals. Active contribution is made to the development of the program including participation in staff training and development. Associated duties are completed efficiently

Key Responsibility Area 3	Administration
Key Tasks:	Job holder is successful when:
<ul style="list-style-type: none"> Ensure the maintenance of relevant records, case notes and reports on each of the students Maintain residential files ensuring behaviour records, progress notes are filed in correct order. 	<ul style="list-style-type: none"> Appropriate notes are kept for all students in line with required MA and external standards. Residential files are maintained, with 100% accuracy. Petty cash is kept up to date and balanced.

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<ul style="list-style-type: none"> • Ensure that all petty cash is accounted for and that relevant receipts are handed into administration. • Ensure that all vehicle log books are signed and dated correctly. • Ensure that fleet vehicles are well maintained, clean and that any damage is reported promptly. • Ensure that timesheet details are accurate and all timesheets are handed in to Residential Coordinator. 	<ul style="list-style-type: none"> • All log books are completed and accurate. • Vehicles are maintained in good condition. • Timesheets are well managed and submitted accurately and on time in all cases.
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Core Area of Responsibility	Purpose and Values
Key Tasks	
<ul style="list-style-type: none"> • Actively support Mission Australia's purpose and values; • Positively and constructively represent our organisation to external contacts at all opportunities; • Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behavior at all times; • Operate in line with Mission Australia policies and practices (EG: financial, HR, etc); • To help ensure the health, safety and welfare of self and others working in the business; • Follow reasonable directions given by the company in relation to Work Health and Safety. 	

C. RECRUITMENT INFORMATION (The essential knowledge, experience, skills and personal attributes required for the job)

Competencies

- Ability to work as part of a team
- Demonstrated sound interpersonal and communication skills
- Experience in conducting outdoor recreational activities and /or physical activity programs
- Understanding of adolescent mental health issues
- Ability to communicate with adolescents
- Understanding of duty of care
- Computer literacy

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Competencies

- First Aid Certificate

Experience and Qualifications

- Relevant degree or diploma and / or at least 1 year of proven experience in adolescent residential care or delivery of sport and recreational programs.

D. APPROVAL

Manager	Gabriella Holmes
Approval date	31/07/14
Managers Signature	
Sport and recreation Youth Worker Signature	