



Mission Australia

About us:	<p>Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.</p> <p>We've learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.</p> <p>Together we stand with Australians in need, until they can stand for themselves.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	To reduce homelessness and strengthen communities.

Position Details:

Position Title:	Youth Beat Worker
Division:	Community Services
Reports to:	Program Manager
Position Purpose:	The program aims to assist vulnerable young people to access social support networks, address anti-social behaviour and strengthen links between family, community and school.

Position Requirements (What are the key activities for the role?)

Key Result Area 1	Youth Engagement and Support of Young People
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Proactively build rapport, trust and develop quality relationships with young people contacted through Youth Beat activities Respond to clients in crisis or clients requiring support using a strengths based client centered approach whilst assessing the support needs of the young 	<ul style="list-style-type: none"> Young people engage positively with worker Young people are assisted to address risk factors impacting on their life and potential. Appropriate referrals to support services occur



<p>person (and where necessary their parents)</p> <ul style="list-style-type: none"> • Monitor the level of risk to the young person at all times • Respond to any emergency issues or dangerous situations by gaining the support of internal or external support services. • Enable access and cohesive pathways to service case management and or additional support services for disengaged young people • Conduct ongoing follow up with the client to determine the continuing need for support and make additional referrals to other services as needed • Monitor clients progress and effectiveness of referrals to external services made through the service • Increase young people’s capacity for community participation • Increase young people’s capacity for self-care of their mental health and wellbeing • Reduce safety risks to community 	<ul style="list-style-type: none"> • Young people are assisted to identify and work towards a preferred future • Urgent issues are responded to in a timely manner with engagement o appropriate internal/external support services • Young people effectively engage with the service • Youth relevant activities are delivered in priority areas and / or with service partners • Participates positively in and represents Youth Beat at relevant, stakeholder meetings, community events and other activities
<p>Key Result Area 2</p>	<p>Program Support</p>
<p>Key tasks</p>	<p>Position holder is successful when</p>
<ul style="list-style-type: none"> • Provide a positive image of Mission Australia within the local community and key stakeholders. • Develop quality relationships with a range of key stakeholders and partners including community organisations and other health professionals to allow for the effective provision of client 	<ul style="list-style-type: none"> • Contributes and adheres to service and organisational policy and procedure development. • Allocated activities are completed within timeframes • Documentation is maintained in compliance with Mission Australia requirements, program policy and procedures.



<p>support, information and referrals to external services.</p> <ul style="list-style-type: none"> • Develop strong and ongoing relationships and work in partnership with co-workers and other agencies/professionals to collaboratively strengthen pathways for young people • Contribute to the achievements of service KPI's. • Develop a safe working environment for yourself, colleagues and clients by applying WH&S principles and the implementation of safe work practices. 	<ul style="list-style-type: none"> • Outcomes of young people reflect individual needs identified through the service as being met • Active contribution is made to staff and team meetings and informal discussions are initiated with other staff and Manager. • WH&S orientation is completed during induction period; participation in mandatory and other relevant service (internal & external) training is maintained.
<p>Key Result Area 3</p>	<p>Administration</p>
<p>Key tasks</p>	<p>Position holder is successful when</p>
<ul style="list-style-type: none"> • Attend and actively participate in meetings with staff and management, for information updates, knowledge sharing and management of operations. • Create and update individualised client contact data in line with Mission Australia protocols. • Undertake administrative and activity preparation tasks as required • Ensure that confidentiality and client rights and information are respected at all times. • Records data to inform impact measurement tool • Other duties as directed by supervisor/manager 	<ul style="list-style-type: none"> • Attendance at and participation in meetings as required • Program data and client files are created in required standard and updated regularly • All issues discussed with contacts/clients are recorded in a timely manner. • All paperwork is completed and correct as required • All required administrative and other tasks are completed accurately and in a timely manner • Enter survey details in a timely manner • Participate in biannual evaluation of data report • Participation in supervision sessions is open and honest.

- | | |
|---|---|
| <ul style="list-style-type: none"> • Review and identify training needs and participate in regular Supervision sessions. • Actively complete the requirements of the Diploma in Community Services. | <ul style="list-style-type: none"> • All modules are completed, and certificate is obtained. |
|---|---|

Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace
- Ensure required workplace health and safety actions are completed as required
- Participate in learning and development programs about workplace health and safety
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries

Purpose and Values

- 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 behaviour 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.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
- Actively support Mission Australia's Reconciliation Action Plan.

Recruitment information

Qualification, knowledge, skills and experience required to do the role

- A minimum Cert IV qualification in Community Services or equivalent with experience working in the Community/ Youth Service sector.
- A high level of numeracy, written and verbal communication skills
- The ability to communicate clearly and effectively with colleagues and clients.
- The ability to listen, comprehend and follow instructions.
- The ability to organise and manage time effectively.

- A positive team member who is willing to learn new skills.
- The ability to work in accordance with Mission Australia policies and procedures.
- The ability to maintain resilience and manage personal development, self-awareness and own wellness.
- Alignment to the values of Mission Australia.

Key challenges of the role

- To work with young people through placed-based service delivery initiatives who are facing challenging and multiple barriers in regard to overall wellbeing
- Build trust with the local community and individual young people
- To build a network of support and opportunities around young people
- To assist young people to beneficially engage with local support services and community groups

Compliance checks required

Working with Children	<input checked="" type="checkbox"/>
National Police Check	<input checked="" type="checkbox"/>
Vulnerable People Check	<input checked="" type="checkbox"/>
Drivers Licence	<input checked="" type="checkbox"/>
Other (please prescribe)	<input type="checkbox"/>

Approval

Area Manager Bart Kastrop
TAS (South)

05/09/2023