**POSITION DESCRIPTION**

**Residential Youth Caseworker, Uniting**

**Accommodation programs**

**Your position:** Residential Care Youth Caseworker, Uniting

**Your classification:** Classification (RES)

**Your department:** South West Sydney

**Where you’ll work:** Campbelltown and Macarthur IGA

**You’ll report to:** Coordinator, Stepping Stones or Coordinator, Doorways for Youth

WHAT WE’RE ABOUT

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are imaginative, respectful, compassionate and bold.

ABOUT THE ROLE

You will be working as part of a dynamic team that provides day to day support and case management for young people aged between 12 and 24who are homeless and residing in one of our accommodation programs or are at risk of homelessness.

Uniting provides short term accommodation for young people and works ing holistically with them and their families. provide information, crisis support, advocacy and referral services.

You will be on a 24/7 roster and working closely with young people in the service to support the development of their independent living skills, engagement with education, social skills, and community engagement.

You will participate in the development of case plans for individual young people and actively engage them in working towards their goals. The work should be offered with an approach that demonstrates warmth and empathy, initiative, collaboration, reflective practice, clear and respectful communication and availability and responsiveness to crisis and client issues.

You will participate in the planning and delivery of structured activities for the young people and also take an active role in implementing and supporting household routines and day to day tasks as required.

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| **Child related role** | **Yes** | **WWCC required** |
| Mandatory reporter | Yes | Mandatory Reporters are those employees that deliver services directly to children and young people or who supervise employees who deliver these services. However, all employees have responsibility to apply the Protecting Children and Young People Policy |

ROLE OBJECTIVES

You will play a key role in the Uniting residential team in the South West Sydney region and will actively participate in:

* Implementing our different program’s vision, philosophy, and day to day practice framework to meet the needs of young people and their families.
* Providing information, crisis support, advocacy and referral services for young people and their families
* Provide a safe, healthy physical environment and ensure that the physical and practical needs of the young people are met.
* Actively engaging young people and building rapport with them in a way that is embedded within a trauma informed and neurodevelopmental approach.
* Assessing the ongoing safety and wellbeing of young people and implementing strategies to mitigate any risk posed to the young person.
* Creating a stimulating, attractive and enjoyable, ‘homelike’ environment for young people within the house.
* Working collaboratively with the team in developing and implementing case plans that target both the young person and their family’s needs, and support their restoration home to their families where appropriate.
* Nurturing the young people’s social and emotional needs and implement therapeutic and behavioural programs as identified and agreed with the team.
* Supporting and facilitating the educational needs and participation of young people where appropriate
* Providing support and facilitating opportunities for the development of young people’s living skills, social skills and community engagement.
* Facilitating house meetings and other mechanisms that are focused on gaining young people’s input into the physical environment, routines and activities in the house.
* Supporting young people to maintain communication and relationships with their family and significant others that promote the young person’s overall wellbeing and transition to home.
* Maintain documentation pertinent to the position, including daily reports and other communication systems and all financial systems (for example, the petty cash register).
* Perform all other such duties as the Manager Western Sydney Youth Services or the program coordinator may delegate, consistent with the general nature and responsibilities of the position.

**Organisational Responsibilities**

* You’ll communicate and act in ways that are consistent with Uniting Core Values of **Integrity, Respect, Hope** and **Courage.**
* Communicate and act in ways that reflect the Service Group’s commitment to strengths-based practice.
* Contribute positively to the operations of the Service Group and the realisation of our Strategic Plan and policies.
* Display a commitment to applying work procedures and practices in line with the Diversity Policy.
* Read, sign and abide by the Service Group Code of Conduct.
* Develop a thorough knowledge of the Service Group Strategic Plan.
* Develop a thorough knowledge of your program specific and Service Group policies and practices.
* After consultation, be willing to undertake additional duties, transfer to another equivalent position or assume higher duties when required.
* Take reasonable care for the Health and Safety of people at the workplace by complying with the Work Health and Safety Act 2012. Report and monitor safety procedures, including acting on reports of injuries and incidents, in line with the agency-wide and program specific OHS policies.
* Accurately complete your timesheet daily and submit to your supervisor fortnightly along with relevant medical certificates.

# Professional Responsibilities

# You’ll engage in professional development and set and fulfil development goals

# Agree with your supervisor the frequency of regular supervision for your role and actively participate in this supervision

# Use the Service Group Library and other resources to remain knowledgeable about practices and other developments relevant to your position.

# Actively participate in your annual performance review within 2 months of its due date

# Demonstrate leadership in the active development of research and other papers and their presentation

# THE IMPORTANT DETAILS

**Qualifications:**

* Relevant tertiary qualifications
* Relevant work experience with young people
* Criminal History Check
* Senior First Aid certificate or willingness to obtain one upon employment

**Your experience ticks the following boxes:**

* Minimum of two years’ experience working with vulnerable and at risk young people
* Demonstrated understanding of the Child Protection legislation and experience working within this legislation.
* Demonstrated understanding of the issues impacting on homeless young people and their families
* Demonstrated experience in managing and responding to young people with challenging behaviours
* Good written and verbal communication skills
* Ability to work as part of a team and collaboratively with external stakeholders
* Ability to build and maintain positive, honest and productive relationships with young people and their families and a commitment to enhancing family connections
* Ability to work shifts on a rotating roster
* NSW Driver’s license

**Even better:**

* First Aid Certificate
* Experience working within a trauma informed framework
* Experience working with young people in residential settings

ABOUT UNITING

Uniting is the largest provider of specialist services supporting vulnerable people in New South Wales and the Australian Capital Territory. The Communities Group within Uniting supports vulnerable children, young people and families and provides a suite of services in the spheres of early intervention and prevention, early learning, disability, child protection, out-of-home care and aftercare. Key points of difference include the Uniting Centre for Research, Innovation and Advocacy and the Jaanimili Aboriginal Services and Development Unit. Our purpose is to provide innovative and quality programs and advocacy to break the cycle of disadvantage that affects the people we serve.

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| **Employee Name:** |       | **Managers Name:****Title** |            |
| **Date:** |       | **Date:** |       |
| **Signature:** |       | **Signature:** |       |

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| **ACCOUNTABLE POSITION/S** | **WHS ACCOUNTABILITIES****(ACCORDING TO WHS ACT 2011)** | **ACTION DEMONSTRATING ACCOUNTABILITY** |
| **WORKERS (EMPLOYEES, VOLUNTEERS, CONTRACTORS, STUDENTS)** | **While at work, all workers must:** * Take reasonable care for his or her own health and safety
* Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other people
* Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by Uniting to allow the organisation to comply with this Act
* Co-operate with any reasonable policy or procedure of Uniting relating to health or safety at the workplace that has been notified to workers
 | **All workers must:** * Follow Uniting WHS policy and programs to safeguard the health and safety of people at work and to understand your personal responsibilities for WHS
* Attend safety-related training including induction, emergency preparedness
* Comply with WHS instructions from your supervisor/manager, training information, safe work procedures and wardens during an emergency evacuation preparedness and program specific training (e.g. visiting clients at home)
* If performing new or unfamiliar work, you must seek information, instruction or training and supervision from your supervisor where necessary so that you perform your duties safely without risking the health, safety and wellbeing of yourself or others
* Use equipment that has been provided for your health, safety and wellbeing
* Report all hazards, incidents and injuries or WHS concerns to your supervisor/manager/team leader
* Participate in discussions/consultation about workplace or job task/practice changes that could affect WHS risks
* Wear clothing, footwear and personal protective equipment (PPE) appropriate for the work being done
* Do not put other people at risk of their health, safety and wellbeing by your action or inaction
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