

YOUTH PROGRAM FACILITATOR POSITION DESCRIPTION

THE GARAGE WEST

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

So come and join us at Anglicare Victoria where there is a rewarding career ready for you in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



Position details

Position	Youth Program Facilitator
Program	"The Garage" Youth Drop-In Program
Classification	SCHADS Award Level 4 (Youth Worker Class 3) (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
Hours	Part Time
Hours per week	15.2
Duration	Fixed Term
Fixed term end date	30 June 2020
Location	Werribee
Reporting Relationship	This position reports directly to Team Leader of Youth & AOD Services
Effective date	August 2019

Overview of program:

The Garage Youth Program Facilitator position forms part of the Counselling team which includes Drug and Alcohol Counselling, Reconnect - Youth Homelessness prevention Counselling and support, Generalist Youth Counselling as well as a Youth Drop In Centre, "The Garage".

The Garage is a youth drop in program that aims to engage local youth who may be disengaged from education, family or community. The centre is a safe, informal space for local young people to attend on a weekly basis, during school terms. The Garage aims to engage willing young people and link them to information, advice and service networks, including youth counselling, drug and alcohol counselling, youth homelessness prevention services, youth legal supports, Police, Centrelink and more, through the attendance of professionals from these services. The program also aims to connect young people with community and social networks.

The program compliments the suite of youth programs and family support services provided by Anglicare Victoria based in the West.

Position Objectives

1.	This position is responsible for the facilitation of The Garage Youth Drop-in Program, which aims to enhance the community connection and wellbeing of young people through positive experiences, behaviour modelling, and developing communication and relationship skills.
2.	The Youth Garage Program Facilitator is responsible for ensuring the program operates on a weekly basis throughout the school term and will carry out all key responsibilities to ensure the program's ongoing success through positive network, planning and review.
3.	The Youth Garage Program Facilitator will ensure that the drop-in centre is maintained as a fun, safe and supported space for young people in Wyndham.
4.	The facilitator supports and empowers the youth volunteers and student who assist in the day to day running of the program.

Key responsibilities

The key responsibilities are as follows but are not limited to:


1.	Plan and organise weekly activities for participants in the Garage Youth Drop in Program.
2.	Fulfil program requirements around coordinating planning, catering and activities for weekly running of The Garage.
3.	Ensure familiarity with therapeutic approaches and engagement strategies, relevant to working with young people.
4.	Ensure physical safety at all times for centre participants.
5.	Participate in debriefing with colleagues and supervision/meetings with the Team Leader, plan with and liaise and provide feedback to the Team Leader on the needs of the participating young people and relevant successes, challenges and programmatic issues. Also to take responsibility for the reporting on the program to the team leader and funding body.
6.	Be familiar with local resources/services continue to build those great established relationships with other agencies in the community in order to provide access and referral support for young people who access The Garage.
7.	Participate in locally based Youth Networking opportunities and promote the program and to perform other relevant duties as directed by the Team Leader.

Key Selection Criteria

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) and b).

a) Role specific requirements

Applicants are required to provide a written response to the role specific requirements. The criteria are to be addressed individually (no more than 2 pages in total).

	1. A relevant tertiary qualification in Social Work, Youth Work, Psychology, Early Childhood Specialist and/or related behavioural sciences at degree level with substantial experience; or associate diploma level with substantial experience in the relevant service stream, or less formal qualifications with specialised skills sufficient to perform at this level.
	2. Skills in engaging with young people who are reluctant to use support services and resilience to work with and support clients who have been exposed to trauma
	3. Demonstrated ability to engage young people in a group environment and implement group activities. Where possible a demonstrated ability in leading and developing Youth programs.
	4. Demonstrated understanding and application of individual and systemic theories that underpin youth work practice.
	5. Demonstrated awareness and commitment to service delivery and its links to social justice
	6. An ability to liaise and work cooperatively with a wide range of professionals within the agency and in the wider local community.
	7. Excellent organisational and time management skills, and ability to be self-directed.
	8. Computer Skills in Microsoft Office packages.

Key Selection Criteria (continued)

b) Anglicare Victoria Capability Framework

Applicants are required to provide a written response to the Anglicare Victoria Capability Framework. Applicants are to describe how they demonstrate the characteristics in each of the three nominated capability groups; **Personal Qualities**, **Relationship and Outcomes**, and **Leading People** (no more than 1 page in total).

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.

Personal Qualities



Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

Relationships and Outcomes



Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

Leading People



Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.

Occupational health & safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems

Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

Conditions of employment

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. Salary packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and an Employment Working with Children Check prior to commencement.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name: _____

Signature: _____

Date: _____