

# COMMUNITY ENGAGEMENT WORKER - POSITION DESCRIPTION

## EXTENDED TRIAL / RESIDENTIAL CARE NORTH METRO REGION

**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

<b>Position</b>	Community Engagement Worker
<b>Program</b>	Residential Care
<b>Classification</b>	Negotiable up to 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)
<b>Hours</b>	Part Time
<b>Hours per fortnight</b>	56 hours  Some flexibility of when hours are worked is required to meet the needs of the young people.
<b>Duration</b>	Fixed Term
<b>Fixed term end date</b>	31/12/2021
<b>Location</b>	Metropolitan Melbourne
<b>Reporting Relationship</b>	This position reports to the Senior Team Leader - CEW
<b>Effective date</b>	July 2021

## Overview of program

Community Engagement Workers will work with young people living in residential care to further strengthen and improve the lives of young people by:

- Taking a lead role in identifying and **creating pathways to community resources**
- Supporting and encouraging young people to **become connected** to groups and community activities
- Working with young people to build **practical life skills** that promote opportunities for social participation and skill building in an area of interest.
- **Working closely with the care team** to promote engagement with community resources to achieve positive outcomes for young people.

## Position Objectives

1.	Develop links to a suite of community resources that enhance opportunities for young people and build the capacity of young people and members of their care team to engage with these resources.
2.	Actively engage with and stick with vulnerable young people who are facing multiple and complex challenges to support them in setting goals for their future
3.	Work with young people to build practical life skills and community connections that promote opportunities for employment, education, housing and social participation.
4.	Work closely with the case manager, young people's key workers, referring partners and external agencies to promote engagement and achieve positive outcomes for young people in line with their case plan.

## Key responsibilities

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


1.	Take a lead role in identifying and creating pathways to community resources that will enhance opportunities for young people in the residential care house, sharing these with young people, house staff and members of the care team.
2.	Work with young people through a staged approach to community connection and inclusion, including: <ul style="list-style-type: none"> <li>- Engagement</li> <li>- Exploring strengths, interests and aspirations and setting goals</li> <li>- Skill development</li> <li>- Engaging and connecting to natural supports</li> <li>- Transition planning, closure and on-going self-management</li> </ul>
3.	Support young people to be at the centre of all the decisions, goals and plans
4.	Support and encourage young people to become connected to groups and community activities in accordance with the young person's interests.
5.	Coach and mentor young people in developing practical life skills that promote opportunities for social participation and skill building in education, employment, housing and the community.
6.	Contribute to the development and maintenance of a safe, secure and planned environment wherein young people's developmental needs are met.
7.	Pro-actively participate in team meetings, supervision and the development of an effective program and positive team culture, working closely with all members of the residential care program.
8.	Accurately update and maintain client information, in accordance with Departmental guidelines, program guidelines and Anglicare Victoria privacy and confidentiality policies. Complete incident reports and associated follow-up within Anglicare Victoria's risk management and reporting frameworks and timelines.
9.	Participate in Data collection to inform detailed evaluation of the program.

## 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 five criteria are to be addressed individually (no more than 2 pages in total).

 Role Specific	1. A relevant tertiary qualification in Youth Work, Social Work, Outdoor Education, Sport and Recreation, Community Services and/or related fields or a lesser qualification with specialised skills sufficient to perform at this level.
	2. Relevant experience and competence in working with young people to set goals and achieve changes.
	3. Resilience and skill to engage and work with young people who have experienced trauma, violence and neglect.
	4. Outstanding interpersonal and communication skills, with the ability to develop effective partnership and working relationships with external services.
	5. Demonstrated skills in working directly with young people to build their social, emotional and life skills.

## 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 two capability groups; **Personal Qualities and Relationship and Outcomes** (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:

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Signature:

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Date:

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