

# POSITION DESCRIPTION

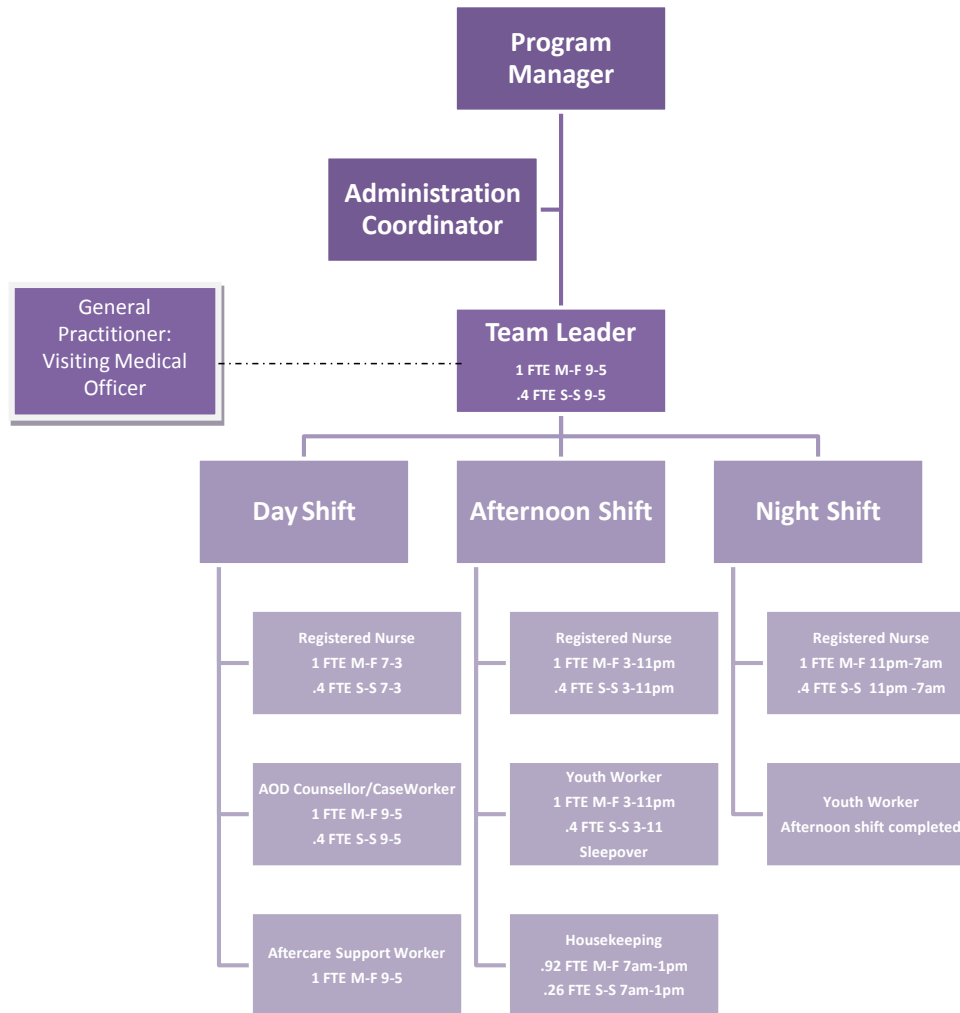
AOD Youth Worker - David Martin Place

<b>-Job Title:</b>	<b>Youth Worker</b>
<b>Responsible To:</b>	<b>Team Leader</b>
<b>Responsible For:</b>	<b>Youth support of David Martin Place (DMP) young persons: 10 bed withdrawal program for young people.</b>
<b>Founding Purpose</b>	<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> Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.
<b>Vision</b>	Our vision is to see a fairer Australia by enabling people in need find pathways to a better life
<b>Organizations' Core Values</b>	Compassion Integrity Respect Perseverance Celebration
<b>Organisation Mission</b>	Walking alongside those in need, we help people discover: <ul style="list-style-type: none"><li>• <i>Pathways to strong families and healthy, happy children</i></li><li>• <i>Pathways through a successful youth</i></li><li>• <i>Pathways away from homelessness</i></li><li>• <i>Pathways to skills and qualifications</i></li><li>• <i>Pathways to sustainable employment</i></li></ul>
<b>Position Purpose:</b>	Support and engage young people into the David Martin Place program. Responsible for maintaining an orderly residence where young people learn to live with others and develop appropriate living skills, including , meal preparation, house cleaning, general self-care and personal hygiene routines.
<b>Key Challenges</b>	Managing challenging behaviours; applying appropriate boundaries and consequences where necessary, and assisting young persons to develop key skills in interpersonal relationships.
<b>Key Result Areas</b>	<ul style="list-style-type: none"><li>▪ KRA 1: Young person Support and Supervision</li><li>▪ KRA 2: Program Support</li><li>▪ KRA 3: Administration</li></ul>

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



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

Key Responsibility Area 1	Young person Support and supervision
Key Tasks:	Job holder is successful when:
<ul style="list-style-type: none"> <li>• Induct young persons into the service including the property, facilities, expectations and the code of conduct Handbook.</li> <li>• Facilitate, organize and participate in activity based recreational, educational and therapeutic programs with young people. Supervision of young people whilst on outings.</li> <li>• Support young people to maintain acceptable standards of conduct in accordance with the programs established rules.</li> <li>• Establish positive working relationships with young people, enabling a rapport that can influence positive attitudinal and behavioral change.</li> <li>• Facilitate meal preparation and other household activities with young people. Together with the DMP team develop menus to ensure they are nutritious and varied, and that the special dietary needs of individual young persons are met.</li> <li>• Provide education and guidance to young persons on meal preparation and food handling; assisting in providing food and meal clean-up for young persons if required.</li> <li>• Provide a broad range of care and support interventions to young people with complex issues.</li> <li>• Report young people illness or injury to facilitate any necessary treatment or first aid.</li> <li>• Ensure that all areas of DMP are maintained in a tidy and hygienic condition at all times; ensuring the kitchen area is cleaned after the evening meal.</li> <li>• Resolve young person complaints or refer them to the Team Leader</li> <li>• Ensure the maintenance of Log and Communication Books as described in the Policy and Procedure Manual including the recording of incidents and events occurring on residential shifts.</li> <li>• Design and run recreation activities appropriate to the young people engaging in the</li> </ul>	<ul style="list-style-type: none"> <li>• Young persons are thoroughly inducted into the service and are fully aware of their rights and responsibilities.</li> <li>• Young people are supported in their progress towards goals.</li> <li>• Young people are appropriately supervised and engaged.</li> <li>• As far as practicable, young people successful participate in group activities.</li> <li>• All menus are nutritional and meet the needs of all young persons.</li> <li>• DMP is clean hygienic and tidy at all times.</li> <li>• Young people actively participate in the daily chores roster.</li> <li>• Young person incidents are documented and addressed in a timely and effective manner.</li> <li>• Full compliance with reporting policies and procedures is achieved</li> <li>• Appropriate recreation activities are available.</li> <li>• Young people are supported to appropriately discharge from the program.</li> </ul>

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<p>program at DMP.</p> <ul style="list-style-type: none"><li>• Support young people to discharge from the program in consultation with integrated DMP team.</li></ul>	
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Key Responsibility Area 2	Program Support
Key Tasks:	Job holder is successful when:
<ul style="list-style-type: none"><li>• As required contribute to case planning-monitoring meetings to ensure the progress of individual young persons through their programs and towards the achievement of their goals.</li><li>• Assist, at every opportunity, the ongoing development of the David Martin Place program</li><li>• Participate in meetings, workshops, training courses as required, to improve professional knowledge and skills and the overall service quality offered at David Martin Place.</li><li>• Contribute to continuous quality improvement activities.</li><li>• Ensure furnishings, equipment and stores are maintained and used with due care.</li><li>• Undertake any associated duties as requested or directed by the Shift Team Leader or Program Manager.</li><li>• Ensure the maintenance of Log and Communication Books as described in the Policy and Procedure Manual including the recording of incidents and events occurring on shifts.</li><li>• Assist Housekeeper with grocery and cleaning requirements.</li><li>• Undertake any associated duties as requested or directed by the Shift Team Leader or Program Manager</li></ul>	<ul style="list-style-type: none"><li>• Active participation and contribution to case planning-mentoring meetings is achieved.</li><li>• Young people participate on a range of sporting, leisure and general fitness activities in line with their individual case plan and personal goals.</li><li>• Active contribution is made to the development of the program including participation in training and development.</li><li>• Continuous quality improvement activities are completed.</li><li>• DMP is well resourced and maintained at all times.</li><li>• Associated duties are completed efficiently.</li><li>• All program resources are maintained and used with due care.</li><li>• Incidents are documented and addressed in a timely and effective manner.</li><li>• Attendance and participation in meeting, workshops and training are completed.</li></ul>

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Administration	
Key Responsibility Area 3	
Key Tasks:	Job holder is successful when:
<ul style="list-style-type: none"><li>• Ensure the efficient maintenance of up to date records, case notes and reports on each of the young persons.</li><li>• Maintain young person files ensuring behaviour records, progress notes are filed in correct order.</li><li>• Ensure that all petty cash is accounted for and that relevant receipts are handed into administration.</li><li>• Ensure that all vehicle log books are signed and dated correctly.</li><li>• Ensure that fleet vehicles are well maintained, clean and that any damage is reported promptly.</li><li>• Ensure that timesheet details are accurate and all timesheets are handed in to Team Leader</li></ul>	<ul style="list-style-type: none"><li>• Appropriate notes are kept for all young persons and reports are written in line with required MA and external standards.</li><li>• Young person files are created and maintained, with 100% accuracy.</li><li>• Petty cash is kept up to date and balanced; in line with MA financial policy.</li><li>• All log books are completed and accurate; in line with MA fleet policy.</li><li>• Vehicles are maintained in good condition.</li><li>• Timesheets are well managed, accurate and submitted on time in all cases.</li></ul>

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## B. REQUIREMENTS

Core Area of Responsibility	Work Health and Safety
Key Tasks	
<p>Everyone is responsible for safety and must maintain:</p> <ul style="list-style-type: none"><li>• A safe working environment for themselves and others in the workplace</li><li>• Ensure required workplace health and safety actions are completed as required</li><li>• Participate in learning and development programs about workplace health and safety</li><li>• Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries</li></ul>	
Core Area of Responsibility	Purpose and Values
Key Tasks	
<ul style="list-style-type: none"><li>• Actively support Mission Australia's purpose and values;</li><li>• Positively and constructively represent our organisation to external contacts at all opportunities;</li><li>• Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;</li><li>• Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);</li><li>• To help ensure the health, safety and welfare of self and others working in the business;</li><li>• Follow reasonable directions given by the company in relation to Work Health and Safety.</li><li>• Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries</li><li>• Promote and work within Mission Australia's young person service delivery principles, ethics, policies and practice standards</li><li>• Actively support Mission Australia's Reconciliation Action Plan.</li></ul>	

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

Experience and Qualifications
<ul style="list-style-type: none"><li>• Relevant degree or diploma and / or at least three years' experience in adolescent residential care or related discipline.</li><li>• Ability to work as part of a team</li><li>• Demonstrated sound interpersonal and communication skills</li><li>• Understanding of adolescent mental health issues</li><li>• Ability to communicate with adolescents</li></ul>

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- Understanding of duty of care
- Computer literacy
- Apply First Aid Certificate

### Competencies

- Computer skills in a Microsoft Office environment.
- Excellent communication skills both written and verbal.
- Knowledge of mental health issues, substance use treatment and working with youth.
- Knowledge and understanding of the non-government alcohol and other drugs, mental health and youth sectors.
- Demonstrated computer literacy including the suite of Office programs.
- Developed written and verbal communication skills with strong interpersonal and problem solving capabilities.
- Ability to handle multiple tasks and competing interests.
- Ability to deal with ambiguity and complexity.
- Action oriented and takes accountability to achieve results in line with set timeframes.
- Demonstrated experience working and collaborating effectively with others, ensuring key stakeholders are involved, sharing information and ensuring people are kept informed of progress, changes and issues.

### D. APPROVAL

<b>Manager</b>	<b>Gabriella Holmes</b>
<b>Approval date</b>	<b>15.03.17</b>
<b>Managers Signature</b>	
<b>DMP Youth Worker</b>	