

POSITION DESCRIPTION – Youth Justice Specialist

Position Title	Youth Justice Specialist (IYS)	Department	Community Programs
Location	Fraser Coast QLD	Direct/Indirect Reports	0
Reports to	Team Leader	Date Revised	
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Choose an item.	Job Evaluation No:	HRC0035119

■ Sub-Delegation

The sub-delegation (if any) attaching to the position is outlined in the CEO Sub-delegations (as updated from time to time). Any financial sub-delegation of authority may only be exercised where a Finance project code or budget is allocated to that position.

■ Position Summary

As part of the Australian Red Cross Future Focus Justice, Integrated Youth Services (IYS) takes a single case plan approach to working with young people experiencing multiple and/or complex needs and actively collaborate with other agencies to ensure young people get the services and support they need to achieve their case plan goals. Collaborative case management is used when a young person requires support from more than one agency to respond to multiple, complex and/or interrelated needs.

The position will primarily provide relationship based intensive casework and conduct assertive outreach. The role will also be required to provide intensive case coordination to support young people; and link clients with other ongoing support as appropriate.

The Youth Justice Specialist will work with IYS, staff and clients to facilitate sustainable change with young people experiencing multiple and complex challenges as a result of involvement in the Justice System and to minimize or prevent young people from entering or re-entering the Justice System.

The role includes preparing policies and procedures, assisting with direct client support, facilitation, assessment and intake of Young People at IYS, management and support of the program facilitators, collaboration with both internal and external stakeholders and data collection for reporting purposes. The focus is on capacity building across the IYS team and ensuring sustainability of practice and skill development.

■ Position Responsibilities

Key Responsibilities

- Establish and maintain effective networks and relationships with other service providers, local agencies, government and other non-government services to ensure that client needs are being met in an appropriate professional manner
- Develop and deliver activities for clients using evidence based research
- Maintain effective record keeping on all clients including the maintenance of comprehensive databases, and regular and timely updating of all client files

- To provide Justice related mentoring and support to case managers and support workers with complex cases, including access to relevant legal support
- When required, conduct therapeutic intervention and engagement strategies to assist with changing behaviors where necessary
- Provide IYS team with advice on safe engagement strategies for young people affected by the Justice system
- Provide advice and support to effectively respond to complex client and program issues
- Ensure compliance with all Red Cross policies including Ethical Framework, Workplace Health and Safety
- Child Protection, Privacy, Information sharing and storage
- Provide accurate and high quality reporting
- Other duties as directed by Manager

■ Position Selection Criteria

Technical Competencies

- Ability to plan, implement, facilitate and monitor intervention activities
- An understanding of contemporary issues and challenges in the field of child protection/Youth Justice and approaches to enhancing child safety and well-being
- Demonstrated experience to carry out intake, comprehensive risk and needs assessments for young people involved/at risk of being involved in the justice system and respond appropriately
- Demonstrated knowledge and understanding of the diverse range of referral and support options available to young people who have experienced or are at risk of experiencing the Justice system
- Demonstrated knowledge of the complex needs of vulnerable young people affected by the justice system, including barriers to learning and development and strengths based, client centred practice
- Commitment to culturally competent practice and ongoing learning, and direct experience working effectively with Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse families and communities
- Strong mediation, facilitation and collaboration skills with multiple and diverse range of stakeholders
- Strong record keeping, administrative skills including a demonstrated ability to prepare reports
- Proficiency in MS Office or similar software and experience using databases

Qualifications/Licenses

- **A Working with Children check is a mandatory requirement for this role**
- Relevant qualifications in Social Work, Social Services, Psychology or other related field
- Current driver's license
- Current First aid qualification

Behavioural Capabilities

(Please select **3-5** of the following capabilities)

- **Personal effectiveness | Achieve results** | Demonstrated ability to coach and support teams to achieve the results committed to. Accepts responsibility for ensuring team goals are achieved. Ability to manage changing circumstances and potential challenges.
- **Personal effectiveness | Being culturally competent** | Demonstrated understanding and appreciation of cultural differences and diversity in the workplace. Ability to manage cultural and individual differences effectively and appropriately to guide the work and behaviours of teams.
- **Team effectiveness | Collaborating** | Proven track record as an approachable leader, supporting and building positive and constructive relationships within teams. Valuing diversity and supporting cultural differences within teams.
- **Team effectiveness | Managing change** | Demonstrated capability to lead, support and manage change within teams. Understanding the impact on the team and taking ownership for implementation of change.
- **Organisational effectiveness | Focussing on clients** | Proven track record in ensuring a high quality service is provided by the team to internal and external clients and stakeholders. Actively seek and respond to client issues and measure effectiveness.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters.