

	Position Title: Specialist Youth Development Worker	Team: Community Partnerships & Support Services - Shepparton Education First Youth Foyer Program	Region: Hume
	Supervisors: Manager - Education First Youth Foyer Program	Delegations and Authorities: In Line with Delegations Policy	Band: A

ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS	ROLE CONTEXT
<p>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex needs. We work across metropolitan, regional and rural Victoria.</p> <p>To achieve our Vision, Berry Street delivers a wide variety of programs, from those aimed at strengthening families and communities through to those that focus on helping people recover from the trauma of violence, abuse and neglect.</p> <p>We also engage government, other community organisations and the general public in child-focussed advocacy and knowledge sharing.</p>	<p>It is acknowledged that Out of Home Care (OOHC) settings often fail to equip young people to successfully navigate the transitions to an independent adulthood. This perception is reinforced by young people's low rates of engagement in education whilst in care and high rates of unemployment, homelessness and disengagement once they exit OOHC.</p> <p>In recognition of the needs of young people leaving the OOHC system in the Goulburn Area, Berry Street in partnership with the Department of Health and Human Services, the Brotherhood of St Laurence (BSL) and GoTAFE have developed a project designed to better prepare young people for their transition to independence. This will be achieved via the delivery of the Certificate I in Developing Independence (DI) in three OOHC settings – residential, kinship and foster care.</p>
<h3>OUR VALUES</h3> <p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: To be the best we can be and to never give up</p> <p>Integrity: Expect a personal and organisation commitment to honesty</p> <p>Respect: Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p>Accountability: Be responsible for our own actions</p> <p>Working Together: Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>	<h3>PRIMARY OBJECTIVES OF THE ROLE</h3> <ul style="list-style-type: none"> • Identify, prepare and support young people to achieve their DI certificates. • Provide individual mentoring and coaching to learners to support their development of goals and life skills • Connect learners into the Education First Youth Foyer as a means of creating planned pathways for entry to Foyer upon exit from the care system. <h3>REPORTING RELATIONSHIPS</h3> <p>This role is based at our Education First Youth Foyer. It is part of the broader Community Partnerships and Support Services team which includes other Community based programs across the Hume Region.</p> <p>This role reports to the Manager - Education First Youth Foyer Program who will provide supervision and review. This role has no direct reports and works in conjunction with other team members.</p> <p>This position is fixed term until 30 June 2019.</p>

EXPECTATIONS

- Conduct themselves in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together.
- Have a demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
- Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.
- Berry Street are committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street are also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities.

KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE

- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies.
- A thorough background in and understanding of, or a demonstrated ability to quickly acquire such knowledge in one or more of the following areas:
 - Community and social welfare programs
 - Education and learning, including vocational education
 - Homelessness.
- Knowledge of the Open Talent approach.
- Experience in working within a diverse team of staff as well as the ability to work independently and autonomously.
- Experience in building positive relationships and communicating effectively with internal and external contacts with diverse backgrounds and abilities.
- Experience and a dedication to work alongside young people to reach their full potential.
- Experience of working in innovative programs that focus on holistic outcomes.
- Experience in learning and community development, in particular for Young People.
- Excellent written skills including use of MS office and excellent oral communication skills (including public speaking, presentations and facilitation skills).

QUALIFICATIONS AND OTHER REQUIREMENTS

- A minimum Bachelor or Diploma qualification in a relevant field is preferred however unqualified applicants with demonstrated appropriate experience with youth / young people will be considered.
- Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

DESIRABLE

- A broad range of life experiences, skills and employment backgrounds while having a genuine interest in supporting young people to experience and contribute to their community.
- Teaching/Training background.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Foyer Service Offering	<ul style="list-style-type: none"> • Ensure the effective implementation of the Open Talent approach. • Promote a culture of which promotes the aspirations of young people in keeping with Open Talent.
Program/Service Delivery	<ul style="list-style-type: none"> • Support the management of the day to day operations of the Youth Foyer to ensure annual operating plans and key performance indicators are achieved. • Adhere to the Youth Foyer Practice Guide and support the development and delivery of professional learning programs for students. • Contribute to the facilitation and promote of the participation from the students in the completion of the Certificate of Developing Independence. • Support, create and maintain the culture of developing positive language and talent building within Berry Street Programs.
Program/Service Quality	<ul style="list-style-type: none"> • Adhere to Berry Street’s administrative and financial systems, policies and procedures. • Assist in monitoring and maintaining records of expenditure within the program. • Ensure Residential Tenancies Association guidelines are followed. • Support the monitoring and management of risk and OHS systems. • Ensure that data and information is collected in line with all evaluation requirements
Program Improvement and Innovation	<ul style="list-style-type: none"> • Support all relevant policies and procedures are implemented and adhered to, including the complaints handling procedures and methods for responding to critical incidents. • Assist in ways to capture, communicate and share innovative ideas and practices. • Foster a culture of excellence in service delivery.
Personal and Team Contribution and Effectiveness	<ul style="list-style-type: none"> • Work effectively as part of a supportive and cohesive team and participate in teamwork to enhance the delivery of services to clients, including the orientation and integration of new staff to the Foyer. • Participate in annual performance management planning in which service objectives and professional development needs are discussed and determined. • Promote adherence to Berry Street’s core values.
Partnership and Stakeholder Relations	<ul style="list-style-type: none"> • Connect young people to the right opportunities, resources, people and places to develop their talents and achieve their goals. • Assist in collaboration with GoTAFE to ensure that Youth Foyer is integrated within the Institute. • Support networks and relationships that lead to educational and employment opportunities for students.
Other	<ul style="list-style-type: none"> • To maintain a high level of confidentiality regarding the young people’s information and history and that of their family. • To attend all relevant organisational meetings and participate in supervision. • To attend all mandatory training and attend training if nominated to attend. • To ensure that duty of care is undertaken in a professional manner with due regards to relevant agency and Department policies.

CONDITIONS OF EMPLOYMENT

1. This position is for 76 hours per fortnight and is fixed term until 30 June 2019. There is no paid overtime, but any extra hours worked will be accrued as Time-in-Lieu according to the *Berry Street Victoria 2014-2017 Agreement*.
2. You will initially be employed at our Shepparton Education First Youth Foyer. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the *Berry Street Victoria 2014-2017 Agreement*, which includes above Award payments and eligibility for remuneration packaging. Salary packaging up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
4. The base salary for this position is SCHADS 4 PP1 \$63,461.31 (unqualified) and SCHADS 5 PP1 \$72,296.41 (qualified) under the *Berry Street Victoria 2014-2017 Agreement*. The value of the salary can be increased through salary packaging.
5. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-existing injury/disease declaration, a criminal records check and proof of identity and qualifications.
8. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
9. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
10. Berry Street has a smoke-free workplace policy.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Daily
	Work office hours with the possibility of extended hours.	Regular
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey	Daily
	Sit at a computer or in meetings for extended periods	Daily
	Work in an environment with competing demands.	Daily
	Present at court and other jurisdictions.	Occasional
People Contact	Liaise with government, non-government and community organisations	Daily
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regular
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regular
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular