

	Position Title: Senior Youth Housing Key Worker (K2I)	Team: Keys to Independence (K2I)		Region: Northern Office: Eaglemont
	Supervisor: Manager Youth Housing and Leaving Care Services	Delegations and Authorities: In Line with Delegations Policy	Band: B Rem: SCHCADS Lv 6	Date Completed: July 2019

OUR VISION AND PURPOSE	ROLE CONTEXT
<p>We believe children, young people and families should be safe, thriving and hopeful.</p> <p>Our Vision for 2022: Together we will courageously change lives and reimagine service systems.</p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporise our models of practice.</p> <p>We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.</p>	<p>The Keys to Independence Program (K2I) provides assistance to young people aged 16-21 who are/were on a Family Reunification, Care by Secretary or Long-Term Care order who are transitioning from/have left care in the North East Melbourne area.</p> <p>In collaboration with care teams, carers and young people, K2I aims to build the capacity of young people to strengthen their independent living skills, determine housing readiness and facilitate opportunities to identify appropriate accommodation pathways. The K2I program will provide brokerage subsidies to assessed young people to access appropriate accommodation and provide tenancy support and referral to maintain/prevent accommodation breakdown for up to 12 months as required.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p>We expect all staff to apply these Values in all aspects of their work.</p> <p>Courage: to never give up, maintain hope and advocate for a 'fair go'</p> <p>Integrity: to be true to our word</p> <p>Respect: to acknowledge each person's culture, traditions, identity, rights, needs and aspirations</p> <p>Accountability: to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used in the best possible way</p> <p>Working Together: to work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>	<p>This role has two key elements, firstly to build capacity of young people from 16.5+ years to strengthen their independence and facilitate opportunities to increase living skills and subsequently identify appropriate accommodation pathways. In collaboration with care teams/carers and young people, K2I workers will support the implementation of the 'Housing Readiness' tool in preparation for independent living to ensure young people are matched to suitable accommodation and brokerage support.</p> <p>Secondly, K2I workers will offer assistance to young people in Out of Home Care and their case managers/carers or via assertive outreach to young people who have left care to assist them to make informed choices around accommodation options, provide information and referral to community, education and training, social links and where appropriate provide tenancy support to access and maintain independent accommodation utilising brokerage subsidies in either Private Rental, Shared Accommodation or boarding arrangements for up to 12 months.</p>
	REPORTING RELATIONSHIPS
	<p>This role is based at our Eaglemont Office.</p> <p>This role reports to the Manager Youth Housing and Leaving Care Services who will provide supervision and review.</p> <p>The Senior K2I Youth Housing Key Worker will provide leadership and supervision to the K2I Key Worker(s).</p>

EXPECTATIONS

- Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together within the principles of continuous improvement and occupational health and safety.
- Berry Street is committed to diversity and inclusion. We aim to ensure every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality or religion.
- 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 is committed to being a child safe, child friendly and child empowering organisation. In everything we do we seek to protect children. We are committed to the cultural safety of Aboriginal and Torres Strait Islander children; children from culturally and/or linguistically diverse backgrounds; children with a disability; children who identify with a sexual and or gender minority identity.

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

- Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies.
- Demonstrated leadership experience including previous experience supervising or mentoring staff.
- A comprehensive understanding of the broader sector and issues related to youth support needs and the statutory out of home care system.
- A broad understanding of housing and demonstrated experience working within the homelessness service system.
- Demonstrated skills and experience in the provision of support and service delivery to young people who sometimes have challenging support needs.
- Must have a passion and commitment to supporting vulnerable young people.
- Ability to apply evaluation and assessment, intervention and interactive skills with young people.

QUALIFICATIONS AND OTHER REQUIREMENTS

- A tertiary qualification in Youth Work, Social Work or relevant field is required.
- 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 knowledge of and demonstrated ability to liaise with Department of Health and Human Services, Commonwealth Employment Service and other relevant government and non-government services that young people may utilise in relation to accommodation, income, physical and mental health, legal, employment, education and training resources.
- Relevant experience in managing and administration of brokerage funding and acquittals.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Direct Service Delivery	<ul style="list-style-type: none"> • Provide leadership, support and supervision to members of the K2I team. • Provide a high level of engagement to the young people and a high standard of service delivery to young care leavers. • Provide opportunity to young people in out of home care to undertake the 'Housing Readiness' assessment. • To assist young people/care teams/carers to identify gaps in young person's skill level and provide secondary consult to support them to increase living skills to enable them to become 'housing ready'. • Work collaboratively with young people and others as appropriate, to develop plans with specific objectives, goals and anticipated timelines, tasks and responsibilities necessary to achieve the young person's housing goals. • To identify appropriate housing options and provide access to brokerage funds to support secure and sustain accommodation. • Provision of tenancy support, information, advocacy and referral for young people as required in areas such as housing, counselling, legal, employment, schooling, incomes, health, family issues etc. • Providing ongoing support and direction to young people accommodated in the K2I program to ensure their stability and harmony, including attending regular house meetings in shared accommodation. • To maintain adequate young people's files and provide a service to young people including monitoring and reviewing of housing plans and progress reports from care teams/carers in relation to the young person's housing exit plan. • To collaborate with Wombat Housing to develop a shared housing register and maintain a portfolio of housing ready young people for shared accommodation opportunities across the North East and West Metro LGA's. • To assist young people to participate in house mate matching process and interviews for shared accommodation. • To identify and utilise secondary consultation to meet the needs of young people as required, e.g. drug and alcohol services • Regular liaison with real estate and Launch Housing. • To participate where relevant in the development of housing options for young people in the regional, income and counselling services to prevent housing breakdown.
Administration	<ul style="list-style-type: none"> • To provide written reports to the Manager Youth Housing and Leaving Care Services as required. • To maintain the confidentiality and safety of all young people's files that ensures compliance with Privacy legislation. • To maintain appropriate case recording and reporting systems as required. • To maintain brokerage acquittal and administration as required in relation to accommodation/tenancy subsidies and rental payments. • To monitor the brokerage expenditure and provide acquittal and reports as required.
Program Development	<ul style="list-style-type: none"> • To participate in networking opportunities and advocacy relevant to the needs of young people, with a focus on the North East area of Banyule, Nillumbik, Darebin, Yarra and Whittlesea with Local, State and Federal groups/agencies and Government departments as necessary. • To participate where relevant in the development of housing options for young people in the region.
Other	<ul style="list-style-type: none"> • Other duties as required.

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.	Occasional
	Be exposed to all outdoor weather conditions.	Daily
	Work in unstructured environments (e.g. outreach).	Regular
	Work office hours with the possibility of extended hours.	Regular
	Work on-call after 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.	Regular
	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
	Work with clients who may have a physical or sensory disability.	Occasional
	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
	Facilitate access to specialist, generic and community services.	Regular
	Undertake training and professional development activities.	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.	Occasional
	Drive vehicles with possible distractions from client behaviour, verbal or physical.	Occasional