



Youth Justice Support Worker (Afterhours)
Position Description
Youth Services

Stage: Issued
Version: 2.005021
Issued: 13/12/2018
Next Review: 12/12/2021

Position Title:	Youth Justice Support Worker (Afterhours)
Location:	Quantum Support Services – Morwell Office with travel across Gippsland
Hours of Duty:	Fortnightly roster with shifts worked after 4.30pm weekdays plus weekends as required according to needs outlined in orders. Depending on program need hours might also be worked during normal business hours.
Duration:	Until 30 th June 2019 with possibility of extension depending on funding.
Position Funding:	Funding is provided through the State and/or Commonwealth Government.
Salary:	Salary & conditions are as per the Quantum Enterprise Agreement 2015 and based on the Social, Community, Home Care and Disability Services Award (SCHADS). Salary packaging is available.
Classification:	Social and Community Services Level 4.
Reports to:	Practice Leader - Youth Services with back up support from the Youth Justice Specialist Practitioner.

Our Vision, Mission & Values:

Quantum is committed to providing accessible high quality, advocacy and support services that meet the needs of our community.

Our Vision

Quantum serves to enrich the wellbeing of Gippslanders.

Our Mission

To improve lives by empowering people, particularly the vulnerable to reach their full potential.

Our Values

Quantum recognises that values driven activities and relationships are essential to the successful achievement of our Vision and Mission and a vibrant organisation. These values guide our behaviours, planning, service delivery and relationships.

Respect: Quantum values the worth and contribution of others and embraces treating people fairly and without discrimination	Integrity: Quantum values being ethical and professional in our conduct	Empowerment: Quantum values sharing our knowledge to promote the choices and decision-making capacity of others
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Primary Position Objectives:

Provide support to youth justice clients in an afterhours capacity to promote reduced recidivism with engagement in prosocial activities and general support to achieve positive outcomes.

Duties and Responsibilities:

Service Delivery

- To provide case work support to the Youth Justice Community Support Service Case Workers in an afterhours capacity and other times as required. Priority for case work support will be given to those young people on Youth Control Orders and Intensive Bail orders.
- Undertake an assertive outreach response to young people on youth justice orders to promote the implementation of the case plan as directed by the case worker. This will include engagement in community programs and prosocial activities.
- Participate in the development and implementation of a range of strategies that assist young people to address areas of difficulty in a positive manner conducive to growth and personal development.
- Motivate, encourage and empower clients to address areas of personal difficulty and consider options for the development of personal wellbeing using a strengths based approach.
- Actively promote the establishment and maintenance of positive family relationships when applicable, in accordance with the young person's wishes and case plan.

- Actively support, encourage and maintain the development of positive relationships, networks and linkages within the young person's community.
- Liaise effectively with relevant services and supports to create linkages and options for young people in the program.
- Develop a strong working relationship with the Department of Justice and Regulation, Youth Justice, to facilitate shared understanding and planning for both the broader program and individual clients.

Community Development & Networking

- To work cooperatively with other agencies in maintaining an effective service delivery system for Youth Justice clients particularly for those on YCOs and IB's.
- Attend program meetings as required
- Participate in local and regional community youth networks, as required, to ensure effective service integration and coordination of service delivery.

Agency Participation

- Participate in regular supervision, review and individual planning, including the identification of training needs, provided by Line Management.
- Participate and operate effectively within a team environment and attend and contribute to team meetings and Agency staff meetings (as negotiated).
- Commitment to continuous improvement including involvement in the ongoing evaluation and monitoring of both the program's and the Agency's service delivery and contribute to future planning.
- Contribute to Quantum Support Services' policy processes in response to local, State and Commonwealth Government policy changes and reviews.

Administration

- Maintain requirements for the release of information between services and keep accurate records as required by the Information Privacy Act and other supporting legislation.
- Carry out necessary administrative tasks, including:
- Completion of relevant forms in accordance with Quantum policies and procedures.
- Performing tasks such as filing & correspondence.
- Maintaining accurate records including case notes.
- Maintaining Case Files within the guidelines of the Quantum Service Delivery Manual.

General

Perform other duties relevant to Quantum Support Services' daily operations as directed by the Practice Leader – Youth Services

Occupational Health and Safety

Promote a safe workplace for colleagues and clients in accordance with OH&S legislation and Equal Opportunity Practices in accordance with Quantum policies and procedures.

Key Selection Criteria:

Service Delivery

1. A working knowledge of the Youth Justice system with an understanding of factors that contribute to youth offending.
2. A demonstrated understanding of the intricacies of working afterhours and related risk assessment and safety planning processes.
3. An ability to engage, build relationships and network with the community to support young people on youth orders. This would include government agencies, non-government agencies, business and individuals.
4. Knowledge of case management practice and principals specifically relating to working with young people.
5. Knowledge of factors and supports that promote reduced recidivism for young people.
6. An ability to work positively in a team environment and promote Quantum's values of respect, integrity and empowerment

General

1. Competent literacy and computer skills.
2. Ability to work with minimal direction and supervision.
3. Excellent time management skills.
4. Enthusiasm, energy and interpersonal skills.

Mandatory Requirements:

- Appropriate tertiary qualifications and / or experience relevant to this position. Minimum Diploma level qualification
- Completed application must address the key selection criteria, include a current resume that contains or has attached, the name, address and telephone number(s) of three referees.

Conditions of Employment:

- The successful applicant must confirm in writing their acceptance of the Offer of Employment from Quantum, complete a successful Police Check and Referee Check prior to commencing employment, and provide confirmation of a Working with Children Check.
- The successful applicant is required to comply with the policies and procedures of Quantum.
- A current Victorian driver's license is required at all times.
- This position description is subject to an annual review.

Accountability:

The position is accountable to the Practice Leader - Youth Services and Stream Manager Children and Youth Services.

Internal Files/Links:

[Eziway Salary Packaging](#)

other - human resources

Revision History:

July 2017
updated 13th November 2018
Last updated 13th December 2018

Acknowledgement:

Please sign and date to acknowledge you have read and understood this position description.

Employee:
Name: _____
Signature: _____
Date: ____/____/____

Manager
Name: _____
Signature: _____
Date: ____/____/____