

Y-Care (South East Queensland) Inc.

POSITION DESCRIPTION



Position Title:	Youth Worker (classroom)
Employment Status:	Casual / Permanent Part Time
Department:	YMCA Vocational School
Reports To:	Head of Campus

ORGANISATION DESCRIPTION

As the charitable activity of the YMCA, Y-Care (trading as YMCA Social Impact) exists to serve people in our community who are disadvantaged. We believe that everyone deserves a real opportunity, no matter their circumstance, and work with other charities, community groups, government and schools to provide appropriate and practical solutions to sadly common problems.

Y-Care's nine programs each operate in different areas but share the common theme of assisting people overcome the challenges they face in body, mind and spirit.

Through forming partnerships in the community, Y-Care is able to connect with the people who are really doing it tough.

SERVICE DESCRIPTION

YMCA Vocational School believes in giving young people that have disengaged or are at risk of disengaging from mainstream schooling a real opportunity so that they are able to shape, direct and own their futures. This is achieved by providing academic, vocation, social and emotional support to the young person so that they are able to identify and build upon their strengths; develop skills and strategies to effectively overcome negative aspects impacting their life; and gain the right attitude and aptitude to obtain a job.

The YMCA Vocational School consists of five campuses – Junior and Senior Clem Jones Campuses in Kingston, Moreton Bay Campus in North Lakes, Bremer Campus in Ipswich and the Acacia Ridge.

At each campus students receive from qualified, experienced and passionate staff tailored academic, vocational, social and emotional support consistent with the level of their aptitude and attitude in each of these areas.

POSITION SUMMARY

The role of Youth Worker is critical to the operation of all our Campuses. The major tasks associated with the role include:

- Supporting teachers in their delivering of academic and wellbeing programs to students;
- Plan and Deliver wellbeing programs to students
- Support the delivery of vocational training programs offered to students;
- Assist in delivering associated programs, services and events offered to young people through the operation of the campus;

- Form intentional relationships with young people so that their strengths, passions, interests and unmet needs can be supported appropriately through the operation of the School.
- Support and case management of identified students in line with school policies and practice.

DUTIES AND RESPONSIBILITIES

1. Academic and Wellbeing programs

- Assist teachers in the delivery of academic programs by assisting students performing tasks / work required by the teacher;
- Deliver school “Wellbeing Programs” to students
- Support the behavioural management of students in the classroom, prior to school and during breaks;
- Prepare, activate and deliver programs prior to the commencement of the School Day;
- Assist in the preparation and distribution of the School breakfast program;
- As requested by teaching staffing, participate in parent / teacher meetings to share updates on student progress. These meetings are to be held every six months;
- As required, liaise with other staff, parents and students concerning the educational, social and emotional status of a student;
- Contribute to the preparation of student academic and wellbeing reports which are prepared by teaching staff prior to the conclusion of each school semester;
- Contribute to the maintenance of student records, the collection of samples of work and reporting on the student performance as per the School’s policies and procedures;
- Support students pastorally and coordinate additional support (through links with third party agencies) for them as required.
- Record case management notes as appropriate in the support of identified young people

2. Vocational Programs and Job Placement Support

- Support as required trainers providing vocational training to students, to ensure these training sessions meet needs of students, align with the reboot philosophy and an environment conducive to learning is maintained; and
- Assist vocational trainers and teaching staff, as required, to support students into vocational training and subsequent work placements which are aligned to the student’s capabilities, interests and attitude.

3. Delivery of Youth Services

- As directed support members of the student body in the operation of Youth Services.
- Assist with the delivery of arts and cultural, and sport and recreation activities and programs
- Advocate on behalf and for young people in community planning committees where appropriate and needed.
- Form intentional relationships with young people so that their strengths, passions, interests and unmet needs can be supported appropriately through the operation of the campus.

4. Professional Development and Support

- Participate in the process lead by the school, to develop your practice as a Youth Worker and your Professional Development plan. The latter is required to be updated each 12 months;

5. Collaboration

- Collaborate constructively and positively with all school staff, across all campuses, in the development and evaluation of curriculum;
- Participate in the process to regularly monitor the effectiveness of program delivery through observation and evaluation;
- Attend and participate in all staff meetings;

6. Customer Service

- To work with the staff to provide the highest possible standard of customer service to the wider community;

- Respond to the needs of students, their carers and the wider community to ensure the quality of service meets agreed standards;
- Handle customer complaints and conflict and take relevant action as per the School's policy.

7. Risk Management

- Maintain the work environment so as to minimise risk to both customers and staff.
- Report any identifiable risk so that immediate action can be taken.
- Comply with the YMCA's Occupational Health and Safety Policies and Procedures, including those relating to your specific role as found in the OHS Management: Roles and Responsibilities document.
- Maintain confidentiality of all YMCA information, records and files
- Maintain the Quality System and report any deviations from the intended system
- Uphold and promote the policies and mission of the YMCA of Brisbane including compliance with all practices in the "YMCA Quality Manual".
- Must be aware of and implement the YMCA's Safeguarding Children and Young People Policy.

8. Management Support/YMCA Support

- To assist in planning of Y-Care services and programs;
- Participate in training activities;

AUTHORITY

- The Youth Worker is directly accountable to the Head of Campus in matters relating to the operation of the Campus and work in concert with their allocated partner Teacher.

SKILLS AND KNOWLEDGE

- **Judgement and Decision Making Skills**
 - Make decisions in accordance with existing policy and practice.
- **Specialist Knowledge and Skills**
 - Specialist knowledge and understanding of working with young people – generally and at risk
 - Art and cultural program delivery for youth (desirable)
 - Sport and recreation program delivery for youth (desirable)
- **Interpersonal Skills**
 - Sensitivity in responding to youth from a range of lifestyles, capacities, expectations and cultures.
 - An ability to gain the co-operation and assistance of youth attending the School.
 - Strong liaison skills.

QUALIFICATIONS / EXPERIENCE

- Certificate III or above qualification in Youth Work, Community Services or similar qualification
- Significant experience in working with at risk young people
- First Aid Certificate
- CPR qualifications
- Possess, or be willing to obtain, a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000
- ACF Safeguarding Children Certificate

KEY SELECTION CRITERIA

- Ability to communicate effectively with young people including the use of appropriate interpersonal skills and the ability communicate appropriately with young people and their families from diverse cultural backgrounds
- Ability to plan and apply appropriate behaviour management strategies that contribute to the establishment and maintenance of a supportive environment;
- Ability and commitment to working with young people using the Strengths Approach and ability to demonstrate non-judgemental, empathic framework
- Work successfully in a small team and within the Y-Care philosophy & ethos to establish productive partnerships and achieve educational, vocational social and emotional outcomes;
- Be able to demonstrate the importance of following procedures and ensuring a safe environment at all times;

CONDITIONS OF EMPLOYMENT

- Capacity to Salary Sacrifice

Approved By: Alan Bray
Position: Chief Executive Officer
Signature:
Date: