

POSITION DESCRIPTION

Y-Care (South East Queensland) Inc.



Position Title:	Youth Worker – Vocational Education and Training (VET)
Industry Sector:	YMCA Social Impact
Group:	YMCA Vocational School
Reports to:	Head of Campus or other person who may, from time to time, be appointed.
Supervises:	N/A

About YMCA Social Impact

YMCA Social Impact is the benevolent arm of the YMCA of Brisbane. It exists to empower people in our community who are disadvantaged. We believe that everyone, no matter their circumstance, deserves a real opportunity to be the best person they can be. Services and programs managed by Social Impact fall under the following 4 focus areas: Youth and Education, Healthy Futures, Community Housing and Disability.

We are a mission-driven organisation that is committed to creating measurable and long lasting beneficiary outcomes through our programs and activities. We encourage all members of our team to adopt a growth mindset in pursuit of sustainable impact, innovation and thought leadership.

YMCA Social Impact is guided to achieve its mission by four key operational values:

- Honesty
- Respect
- Caring
- Responsibility

Industry Sector

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, vocational, social and emotional support to the young person to empower them and foster their emotional, physical and mental development.

The School has four senior secondary campuses located in Kingston, Ipswich, North Lakes and Acacia Ridge. The YMCA Trade Skills Centre (TSC) is a vocational training learning environment that provides high quality accredited training characterized by real world, hands-on experiences to YMCA Vocational School students by third party Registered Training Organizations.

Position Summary

The role of Youth Worker is focused on providing support services to vulnerable young people and strengthening their relationships with their families and support networks. This will be achieved by working with young people and service providers to develop approaches and strategies that engage and meet the needs of young people.

The major tasks associated with the role of Youth Worker - VET include:

Plan and facilitate employability programs to students, and support the operation and delivery of vocational education and training;

- Assist in delivering associated programs, services and events offered to young people through the operation of the campus;
- Supporting teachers in their delivering of academic and wellbeing programs to students;
- 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 students in line with school policies and practice.

Key Performance Areas

1. Vocational programs and career development
2. Academic and Wellbeing program support
3. Delivery of Youth Services
4. Professional development and support
5. Impact and innovation
6. Customer Service
7. Risk management

1. Vocational Programs and Career Development

- Support trainers in providing vocational training to students as required, to ensure these adequately meet needs of students;
- Provide accurate labour market information and assist students to interpret information that informs career development;
- Build external partnerships with prospective employers;
- Assist students to enter work placements which are aligned with the students' capabilities, interests and attitudes, whilst ensuring this pathway is appropriate;
- Ensure resource material utilised for career development education is current and accurate;
- Plan and provide programming as appropriate that facilitates students' acquisition of employability skills and their career development; or facilitate programs provided by the school for this purpose;
- Ensure resource material and methodologies utilised in program delivery is consistent with Social Impact wellbeing frameworks;
- Monitor and collect VET Data for reporting.

2. Student Support Academic and Wellbeing programs

- Assist teachers in the delivery of academic programs by assisting students performing tasks / work required by the teacher as appropriate;
- Support and champion School Wellbeing Programs that provide the framework for school operations;
- Assist in the delivery of wellbeing and enrichment programs as appropriate;
- Support the behavioural management of students in the classroom, vocational training courses, prior to School and during breaks;
- Assist in the preparation and distribution of the School breakfast program as required;
- As requested by teaching staffing, participate in parent / teacher meetings to share updates on student progress;
- As required, liaise with other staff, parents and students concerning the vocational, educational, employability, 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 as per the School's policies and procedures.

3. Delivery of Youth Services

- Advocate on behalf and for young people in a manner that respects and promotes their rights, and supports young people's voices to be heard;
- Form intentional relationships with young people to assist them build assets and strengths, and to navigate their best possible pathway in life;
- Utilise a strengths-based approach to provide holistic, youth-centred support that moves young people toward creating opportunities in their lives and achieving their potential;
- Provide culturally aware and appropriate services in a manner that respects individual dignity and promotes equity;
- Assist students in developing effective strategies to overcome barriers to participation; facilitate referrals as appropriate with the young person to enable this process;
- Assist in the planning and delivery of community outreach and holiday programs as appropriate.

4. Professional Development and Support

- Participate in prescribed programs including Professional Development and Review, to develop your practice as a Youth Worker and expertise in VET, employability and career development;
- Seek and participate in continuing professional development as appropriate, in order to remain up-to-date with innovations and trends in vocational training, career development and the labour market;
- Use appropriate theory and reliable sources to inform program development and content updates;
- Work in a way that is consistent with the Professional Standards of the Australian Career Development Practitioners as well as the Australian Community Workers Association Code of Ethics.

5. Impact and Innovation

- Collaborate constructively and positively with all School and Social Impact staff, across all sites;
- Actively facilitate processes to gather information and evaluate the impact of programs and activities through prescribed methods;
- Construct programs and support initiatives in a way that proactively considers how impact will be measured, seeking advice from other relevant team members as appropriate;
- Attend and participate in all staff meeting, development and training as appropriate;
- Contribute constructively to a positive team culture that actively embraces the YMCA mission and values and promote innovation through commitment to quality improvement.

6. Customer Service

- Work together with all staff to provide the highest possible standard of customer service to the wider community;
- Respond to the needs of students, their parents/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;
- Represent the YMCAs belief and position statements positively to beneficiaries and the wider community.

Health, Safety and Environment

- Support the management of a workplace that supports diversity including gender, cultural and generational diversity; provide equal employment opportunity and foster a respectful, inclusive workplace;
- Maintain in depth content knowledge and deep understanding and appreciation of children's learning and development and education and care services including but not limited to legislation, standards, effective practices, government and YMCA requirements;
- Oversee safe and healthy work practices and operation of the TSC;
- Conduct regular condition assessments of TSC assets and ensure the facility and its resources are maintained a reasonable fit-for-purpose level;
- Maintain the work environment so as to minimise risk to both customers and staff;
- Report 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;
- To 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;
- Any other duties as determined by the Chief Executive Officer from time to time.

Position Requirements / Selection Criteria

Essential:

- Certificate IV in Career Development or similar qualification; or significant demonstrated experience in Youth Work and working toward the completion of the above certificate or similar
- Significant demonstrated recent experience in working with young people who are at risk
- Demonstrated ability to provide individualized support and action plans for young people that enable them to realize opportunities, and grow in academic and vocational capacity
- Up-to-date knowledge of the labour market, employability skills and job acquisition strategies; the ability to impart this knowledge to young people in engaging and creative ways
- Highly developed written and oral communication skills with the ability to provide high quality reporting
- Demonstrated ability to work collaboratively in a team environment and build strong, effective relationships with diverse groups
- Ability to work within the mission and values of the YMCA
- Passion for giving disadvantaged people in our community a real opportunity to realise their potential in body, mind and spirit
- Current First Aid and CPR certificate
- Possess or be willing to obtain a positive notice Blue Card in accordance with the Working Children (Risk Management and Screening) Act 2000
- Achievement of YMCA's Safeguarding Children Training Certificate and complete annual refresher training.

Desirable:

- A current driver's license

Approval

Date Position Description Created / Revised:	19 January 2018
Position Description approved by:	Chief Executive Officer
Signed:	
Date of Approval:	

Acknowledgement and Acceptance of Position Incumbent

I acknowledge that I have received and reviewed a copy of the position description for the role of Youth Worker – Vocational Education and Training (VET).

I confirm that I fully understand all my job duties and responsibilities and that I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my service without it being specifically included in the position description.

I have discussed any questions about this job description with my immediate supervisor prior to signing.

Employee Name: _____

Date: _____

Employee Signature: _____

RETURN TO HR

