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Position Description

Position Title:	Youth Worker, Youth Justice Community Support Services (YJCSS)
Program:	Youth Justice, Community Services
Location:	Ballarat. Travel to other locations will be required.
Reports To:	Team Leader, Youth Justice Program
Award and Classification:	*Social, Community, Home Care and Disability Services Award 2010*, Level 5

This Position Description intends to describe the general scope, level of work, accountabilities and responsibilities of the position. It does not necessarily include all duties and responsibilities.

This Position Description may be altered in accordance with the changing requirements of the position.

About CatholicCare Victoria

CatholicCare Victoria is a leading and influential provider of charitable and social services in Victoria. The *Mission* of CatholicCare Victoria is to build communities that recognise and nurture the dignity of each person. Our employees share our *Mission* for a stronger, more inclusive society through supporting individuals, families and communities in times of need, especially those who are most disadvantaged, vulnerable and/or marginalised.

CatholicCare Victoria delivers excellence in a broad range of child, family and youth services, family relationship services, school counselling and pastoral care services, social housing, employment and advocacy services across various office locations and delivery sites in Victoria.

CatholicCare Victoria draws on the principles of Catholic Social Teaching to inspire and direct our endeavours. We value and respect human dignity, and embrace diversity in an inclusive work environment.

CatholicCare Victoria Values

Values	Behaviours
Respectfulness	We value people for who they are and recognize what they are doing. We interact with others honestly and in a positive, considerate, and caring matter.
Integrity	We value the work we do. We are fair, honest, and trustworthy. We act professionally, take accountability for our actions, and keep our promise.
Inclusivity	We welcome everybody, working to enable everyone to feel like they belong and have a place – from a face to be seen and a voice to be heard.
Collaboration	We walk alongside clients, communities, and each other. We contribute to the work and lives of others so that we can all achieve our best, together.

Compassion	We connect with each other's stories. We acknowledge the inherent strengths and diverse experiences of others. We act with kindness and care in all our relationships, helping each other to address our challenges in a safe and welcoming environment.

About Youth Justice program

CatholicCare Victoria's Client Services comprise client programs and services across CatholicCare Victoria with a range of diverse practitioner positions across multiple programs. Programs are funded from Federal, State and philanthropic sources.
Client programs and services are grouped as follows:

- Client Services Operations – all client facing service delivery across children, youth families, individuals, and communities with target programs in relationship services, counselling, homelessness, family law, parenting/family support, AOD work with CALD populations, children's mental health, refugee and settlement support, communities for children (Shepparton) carer support, kinship care, emergency relief, prison chaplaincy, youth justice, and victims' assistance.
- Service Development and growth including the Schools Program and CCVT contract management.

CatholicCare Victoria's Youth Justice Community Support Service (YJCSS) is an integrated approach to the provision of intensive support and services to young people involved with Department of Justice and Community Safety (DJCS) Youth Justice Unit to complement the statutory case management for clients assessed as requiring high to intensive level of intervention.

This includes clients on community-based orders, Youth Control Orders and Intensive Bail and those exiting custody who require post release support and may also include pre-sentence clients with unique needs and lack of alternative support options. The service has been developed recognising that Youth Justice clients present with a range of highly complex and varied needs that require an individualised service response.

The aim is to reduce the rate, severity and frequency of offending behaviour; enable effective transition for young people into their community post Youth Justice involvement; provide / facilitate programs that develop independent living skills, social inclusion and resilience for adulthood; as well as developing capacity and involvement in education, training and employment.

Position Summary

To provide a flexible and intensive supervisory and support response to young people under statutory order including Youth Control Orders (YCO) and Intensive Bail (IB). This position works as part of an integrated team to provide individually targeted supports and responses to young people who have come into contact with the justice system to address their criminogenic behaviours and avoid further progression in the criminal justice system. The position aims to increase protective factors, pro-social activities and engagement in education, training and /or employment and support connections with family and community.

The position exercises a high level of professional autonomy and judgement in the assessment, planning, coordination and delivery of intensive interventions for young people subject to statutory Youth Justice orders. The position holds primary case management responsibility for complex, high-risk clients and is accountable for risk assessment, safety planning, service coordination, and outcomes achieved.

Employees act as a key professional interface with DJCS Youth Justice and other statutory and specialist services, contributing expert advice, coordinating shared case responses, and ensuring effective integration of statutory and therapeutic interventions.

The position may on occasion require staff to be available to work a rotating roster which includes a range of business hours', afterhours, weekends and public holiday shifts.

Key Result Areas and Responsibilities

The order in which key result areas and responsibilities are listed is not necessarily significant.

Key Result Area	Key Responsibilities
Youth Justice Community Support Service	• Utilising an assertive outreach and engagement approach, provide a combination of centre based and assertive outreach to ensure a flexible support response to young people • Complete client assessment of support needs including risk assessment, safety planning and support planning using program practice tools and in adherence with program and best practice guidelines • Conduct comprehensive risk assessments and safety planning for young people presenting with high-risk behaviours, including offending, substance use, mental health concerns and housing instability, and lead responses to critical incidents and escalation of risk in accordance with organisational and legislative requirements. • Develop and implement support plans with young people and, in conjunction with Youth Justice workers statutory requirements and other key stakeholders • Participate and contribute in care team meetings • Provide advanced, intensive case management best practice case management and intensive casework support to assist young people to connect to family, education, training, employment and community and lead non offending lives. Including undertaking comprehensive assessments, formulating intervention strategies, coordinating multidisciplinary responses, and actively managing risk to clients, staff and the community. • Support young people to access and engage in structured programs and prosocial activities both inside and outside of normal business hours including weekends • Provide supported referrals to a wide range of services including drug and alcohol, mental health and health services, housing, education, training, culturally and linguistically diverse and Aboriginal specific services and assist with transport needs as required • Develop and implement individualised support programs to clients to develop independent living skills • Provide young people with an opportunity to engage in positive activities at high-risk times • Development and implementation of Group activities where appropriate. Support identified young people to maintain and then successfully exit transitional accommodation (THM) as part of their individual support plan
Quality and Reporting	• Maintain confidential client files • Ensure the accuracy, integrity and timeliness of all case documentation, data collection, outcome measurement and reporting, and maintain accountability for meeting contractual, funding and KPI requirements • Collect and and maintain data according to DJCS Guidelines and CatholicCare Victoria reporting standards including Outcome Star • Ensure timely data completion in line with relevant department guidelines and KPI's

	• Assist in the completion of quarterly reports as required • Participate in an ongoing evaluation process with a focus on client outcomes, including the use of Outcomes Star, service responsiveness and flexibility • Attend and fully participate in CatholicCare Victoria Team meetings, relevant stakeholder meetings and community engagement activities as required • Provide professional guidance, modelling of best practice and informal leadership within the team, including contributing to practice development, service improvement initiatives and peer learning. • Contribute to the ongoing development of CatholicCare Victoria's Youth team and broader Family and Community Services team.

The position is also required to perform other duties as lawfully and reasonably directed.

Reporting and/or Supervision Relationships and Authority

Reporting Relationship:

The position reports to and works under the general guidance of the Team Leader Youth Justice Program

Authority:

The position works within standards and procedures and established guidelines

The position is required to work within the relevant delegations policy, procedure and guidelines of CatholicCare Victoria.

Stakeholder Relationships

Internal Relationships:

- operates as a member of a team
- collaborates with other teams across CCV

External Relationships:

- works collaboratively with a range of external stakeholders including DJCS Youth Justice Unit, police, solicitors, courts and community service organisations; and
- attend regular care team network meetings and training opportunities as required

Organisational Responsibilities of the Position

Workplace Health and Safety (WHS)

CatholicCare Victoria is committed to the health, safety and wellbeing of employees, volunteers, contractors, clients and other people within our workplaces. The position is required to perform the responsibilities of the position adhering to the *Occupational Health and Safety Act (2004)*, in particular to:

- take reasonable care for your own and others' health and safety within the workplace;
- take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others;
- cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace;

- report all injuries, illness, near misses or hazards as per CatholicCare Victoria policies and procedures; and
- participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

Cultural Safety and Respect

CatholicCare Victoria acknowledges the history, culture, diversity and value of all Aboriginal and Torres Strait Islander Peoples, and pays respect to their Elders past and present, as well as acknowledging future generations.

The position is required to work with Aboriginal and Torres Strait Islander Peoples in a culturally safe and respectful way.

Safety of Children, Young People and Vulnerable Adults

CatholicCare Victoria is committed to the safety of children, young people and vulnerable adults.

The position is required to perform the responsibilities of the position adhering to the *Catholic Safeguarding Standards*, *National Principles for Child Safe Organisations*, *Child Safe Standards* and any other relevant standards and/or legislation.

Risk Management, Accreditation and Quality Improvement

The position is required to actively participate in risk management, accreditation and quality improvement processes, procedures, systems and initiatives, including reporting risks, incidents and feedback in a timely and responsible manner.

Policies, Procedures and Legislative Requirements

The position is required to undertake the responsibilities of the position adhering to all CatholicCare Victoria policies, procedures and practice guidelines and relevant standards and/or legislation including, but not limited to:

- *Employee code of conduct;*
- information privacy and confidentiality;
- Equal Opportunity, anti-discrimination and anti-bullying; and
- inclusion and diversity.

Key Requirements

Qualifications and/or Training

1. Tertiary qualifications in Youth Work, Welfare, Social Work or relevant discipline.

Experience

2. Experience in delivering service responses and interventions that promote a reduction in offending by young people.
3. Experience in the maintenance of client records and program data entry.

Knowledge, Skills and Attributes

4. Demonstrated knowledge and understanding of the Youth Justice system, relevant legislation and processes.
5. Demonstrated understanding of trauma informed practice with young people and families.

6. Ability to work effectively and cooperatively with a range of service providers and stakeholders.
7. Well-developed priority and time management skills.
8. Highly developed written and verbal communication skills, the ability to use computer software and client management systems.

Child Safety

9. Demonstrated commitment to the safety of children, young people and adults in a respectful and inclusive environment for all diversity groups in accordance with the *Catholic Safeguarding Standards*, *National Principles for Child Safe Organisations*, *Child Safe Standards* and any other relevant legislation.
10. Demonstrated knowledge and application of child safe legislation, principles, standards and practices.
11. Demonstrated understanding of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

Other Requirements

- Current driver's licence.
- Current Victorian Working with Children Check.
- Current Australia-wide Police Check.
- A Statutory Declaration (provided by CatholicCare Victoria) to declare that: you have not lived overseas for more than 12 months in one country; OR if you have lived overseas for more than 12 months, that you have no criminal history overseas.
- International Police Check (where applicable).
- Right to Work in Australia.

Please note, CatholicCare Victoria will conduct the Police Check/s.

It is the incumbent's responsibility to maintain a current valid Driver's Licence, Victorian Working with Children Check and Right to Work in Australia.

The incumbent is required to agree to undertaking a Police Check every three (3) years (or earlier to comply with specific contractual or legislative obligations and requirements).

Signatures

This section is to be signed upon appointment:

Name:	
Signature:	
Date:	