



# Youth Worker - Coober Pedy

## Casual, Part Time and Full Time Positions Available

### From \$37.54 per hour

**Aboriginal and Torres Strait Islander people are strongly encouraged to apply**

#### **Your new employer**

Aboriginal Family Support Services is a lead, Aboriginal Community Controlled Organisation that has been providing services to Aboriginal families and communities across South Australia for over 40 years.

#### **Your new role**

These positions will work between two programs, the STAY program and the Coober Pedy Youth Shed which provides a safe place for young people in Coober Pedy to be engaged in recreational, wellbeing and diversionary programs. Due to the nature of these roles, weekend and after hours work is a required ongoing feature of the positions.

#### **Who we are looking for**

You are energetic, engaging and able to easily connect with young people in and around the Coober Pedy Community. You have the ability to establish good connections with local service providers. You will show an understanding of the issues facing young people in Coober Pedy that may cause them to disengage from the community. You can work with them and help them find their own solutions to the challenges they face.

#### **To be successful you will need**

- A Child Related Employment Screening (CRES) or a South Australian Working With Children Check (WWCC)
- A current unrestricted Drivers Licence
- Eligibility to work in Australia
- Confirmation of being fully vaccinated for COVID-19

Don't have a WWCC? You can apply on-line at [www.screening.sa.gov.au](http://www.screening.sa.gov.au)

#### **Ideally you will have**

- A Safe Environments for Children and Young People Certificate
- Qualifications in Social Work, Social Sciences or Community Services, or similar; or appropriate demonstrated knowledge and competencies

Working in a not for profit agency you can salary sacrifice to increase your take home pay.

**If this sounds like you**, scroll down to view the job and person specification

**Then** tell us in a 2 page cover letter (addressing the criteria in the J&P) why you're a good fit for this job and send this with your resume to [recruitment@afss.com.au](mailto:recruitment@afss.com.au)

For more information please call Glenn Kerrigan on 0400 335 779 **(Mon-Fri, 9am – 5pm)**

**Applications close 9.00am Tuesday 3 June 2022**

**We look forward to receiving your application, however if you do not address your skills and experience against the Job and Person Specification we are unlikely to consider your application.**



# Aboriginal Family Support Services

## Job and Person Specifications

Job Title: **Youth Worker – Coober Pedy**

Employee Name:

Program Overview	The Coober Pedy Youth Shed will provide a safe place for young people in Coober Pedy to be engaged in recreational, wellbeing and diversionary programs.
Position Objective	The Coober Pedy Youth Shed will provide young people with the opportunity to build connections with peers, community and other service providers in Coober Pedy.
Reporting Relationships	The Youth Worker reports to the Regional Manager – Far North.
Funding	Department of Prime Minister and Cabinet - Indigenous Advancement Strategy
Award & Salary	Social, Community, Home Care and Disability Services Industry Award 2010 - Salary Range: Level 4
The Job	Job Specification
Key Result Areas	The Key Result Areas outline the key expectations of the employee. They align with the requirements of DPMC Funding Agreement and with AFSS Strategic and Operational Plans and AFSS Policies and Procedures. The employee will be required to participate in regular supervision against each of the Key Result Areas as detailed below.
<u>Key Result Area 1</u> Client Support and Case work	Attention to detail including completion of relevant case work documentation encompassing intake, assessment and a case plan that clearly outline goals and actions to achieve goals for clients. Assist clients to engage with their families, and community and access all available services Assist clients to build the awareness to identify risk factors which may have detrimental affects to their wellbeing Employing a strengths based approach, engage, encourage and motivate clients to develop strategies that address their concerns and help them set goals.
<u>Key Result Area 2</u> Program development	Develop programs with young people that identify and implement appropriate recreational, wellbeing and diversionary activities at the Youth Shed Develop and implement programs dealing with social skills, self confidence, self esteem and resilience and other emotional wellbeing issues relevant to young people Liaise with relevant services to enable clients to receive referrals into diversionary programs



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<p><u>Key Result Area 3</u> Community Collaborations</p>	<p>Develop and implement mechanisms/strategies in the community to build recognition and awareness of issues affecting young people in Coober Pedy</p> <p>Develop, build, negotiate and maintain relationships in a collaborative, cooperative and client-centred manner;</p> <p>Develop mechanisms/strategies for consulting with young people on the value and effectiveness of programs and services</p> <p>Ensure accountability to all stakeholders by providing honest and transparent feedback and analysis, clear communication, having a clear sense of purpose, paying attention to detail, and acting in a timely manner</p> <p>Review and identify gaps in youth services so as to enable a coordinated response to young people, their families and community</p>
<p><u>Key Result Area 4</u> Administration and Transparency</p>	<p>Actively manage and oversee the completion of administrative tasks including data reporting and the use of AFSS processes and tools to manage workloads and priorities:</p> <ul style="list-style-type: none"> <li>- submitting high quality reports that are factual, clear and concise and adequately respond to the information required by the senior Managers, the Chief Executive and funding bodies</li> <li>- ensuring that all client contact and engagement is appropriately documented and recorded on AFSS data collection systems – CRM, DEX, H2H (and other data systems as required)</li> <li>- making use of the appropriate time keeping processes at AFSS including the Attendance System and the use of Outlook Calendar to record daily movements, meetings and other work related commitments</li> <li>- ensuring that Application for Leave forms and supporting documentation (Medical Certificates or Statutory Declarations) are lodged within appropriate timeframes.</li> </ul>
<p><u>Key Result Area 5</u> Service Excellence and Continuous Improvement</p>	<p>Maintain and model an ongoing commitment to continuous improvement in the provision of services to internal and external customers by:</p> <ul style="list-style-type: none"> <li>- actively demonstrating a commitment to Service Excellence across AFSS</li> <li>- demonstrated ability to function autonomously when required as well as a strong focus on teamwork</li> <li>- abiding by AFSS policies and procedures, and Strategic and Operational Plans</li> <li>- participating in continual improvement processes across all levels of AFSS</li> <li>- act as an ambassador for AFSS during all interactions with clients, communities, partner agencies and services.</li> </ul>
<p>The Person</p>	<p>Person Specification</p>
<p>Qualifications</p>	<p>Relevant qualification or post secondary training in areas such as youth work, child protection, and family functioning and behaviour management is highly desirable.</p>
<p>Experience</p>	<p>Desirable</p> <p>Experience in working with young people and their families from diverse communities.</p> <p>Demonstrated experience in working with stakeholders and establishing partnerships</p> <p>Demonstrated experience in undertaking case work and planning</p> <p>Demonstrated experience in providing reports</p>



# Aboriginal Family Support Services

## Job and Person Specifications

Skills	<p>Demonstrated high level organisational skills, communication skills, writing skills and ability to positively interact with AFSS staff, clients, the NGO sector, State Government and Aboriginal Communities.</p> <p>Demonstrated ability to achieve outcomes with young people and their families that result in sustained change.</p> <p>Demonstrated ability to negotiate and manage conflict; and to work with and become part of an extended team.</p> <p>Computer literacy with the Microsoft Office suite of products</p>
Knowledge	<p>A sound understanding of the issues affecting young people in remote communities</p> <p>Knowledge of the Child and Young Persons Safety Act, Young Offenders Act</p> <p>An understanding of child and adolescent development and family functioning theory and practices</p> <p>An understanding of case management and solution focussed and participative case planning approaches for Aboriginal communities in South Australia</p> <p>Understanding of the service providers within Coober Pedy and outlying areas that provide services to young people and their families</p> <p>Knowledge of issues related to service delivery in rural and remote areas.</p>
WHS	<p>AFSS is committed to WHS across all activities and program areas and all employees are required to actively participate in WHS policies, practices and procedures.</p>
Travel	<p>Extensive intrastate and some interstate travel involving regular overnight absences. Include the requirement to fly on smaller planes may be required in some roles</p>
Licences & Screening	<p>All AFSS positions require employees to hold and maintain a current South Australian Driver's Licence, A Safe Environments for Children and Young People Certificate and a Working With Children Check (formerly a Child Related Employment Screening).</p>
Special Conditions	<p>Due to the nature of this role, weekend and after hours work is a required ongoing feature of this position.</p>

### Signatories

Employee's signature

Employer's signature (Chief Executive)

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Employee's name

Employer's name

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Date ...../...../.....

Date ...../...../.....