



Aboriginal Family Support Services  
Together with the community

# Youth Support Workers Residential Services – Port Lincoln

**Part time & casual positions from \$36.01 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 45 years.

## **Your new role**

You will be hands on providing care and support to Aboriginal children and young people, with ages ranging from infants to teens, who are unable to live with their families. This is a rewarding opportunity for you to help our clients reach their full potential.

You will be working in our Residential Services on a 24/7 roster, with day, afternoon and night shifts. Casual staff complements our permanent part time staff and must be readily contactable and available at short notice to fill shifts. You must also have the capacity to fill a minimum of five shifts per fortnight, if required.

## **Who we are looking for**

You will be passionate about caring for; improving the lives of; and be able to interact easily and comfortably with, Aboriginal children and young people. You will understand the impact of abuse and neglect on children and young people and offer support when faced with challenging behaviours.

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

- A minimum Certificate IV in Child, Youth & Family Intervention or Certificate IV in Community Services Work or must obtain qualification within 12 months of starting the role; and appropriate demonstrated knowledge and competencies
- A South Australian Working With Children Check (WWCC)
- A NDIS Employment Clearance
- National Police Check
- An unrestricted current South Australian Drivers Licence
- A current Provide First Aid Certificate (HLTAID003 or HLTAID011)
- To be Assessed as suitable via a Psychological Suitability Assessment
- A Safe Environments for Children and Young People (Through Their Eyes) Certificate
- Unrestricted eligibility to work in Australia

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

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 & Person (J&P) Specification

**Then** tell us in a 2 page cover letter (that reflects the KRA's found in the J&P) why good fit for this role and send this with your resume to [recruitment@afss.com.au](mailto:recruitment@afss.com.au)

**For more information please call Drew Hinchey on 0457 730 189 (Mon-Fri 9am-5pm).**

**Applications close 9am Friday 5 August 2024**

**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 candidacy. AFSS reserves the right to commence interviews prior to closing date, and may fill the role if a suitable candidate is identified**



# Aboriginal Family Support Services

## Job and Person Specifications

Job Title: **Support Worker Residential Services**

Employee Name:

Program Overview	AFSS provide a range of services across South Australia including Out of Home Care - Residential Services which provides emergency care for children and young people under the Guardianship of the Chief Executive of various ages (usually 0 – 17 years of age) in a home style setting with 24/7 rotating staffing – 365 days a year.
Position Objective	AFSS Support Workers are responsible to enhance and ensure the delivery of programs and services that facilitate the development of children and young people who are unable to live with family or be placed with a foster family.
Reporting Relationships	The Support Worker reports directly to the Coordinator, who reports directly to the relevant program Manager. The Managers report to the Senior Manager (Regional Services or Residential Services). Senior Managers report directly to the CE.
Funding Sources	Department for Child Protection
Award / Salary	Social, Community, Home Care and Disability Services Industry Award 2010 - Salary: position starts at Level 3, Step 1
<b>The Job</b>	<b>Job Specification</b>
Key Result Areas	The Key Result Areas outline the key expectations of the employee. They align with the requirements of both State and Australian Government Service Agreements 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 One</u>  Facilitate the Development of Social and Living Skills	Facilitate the development of social and living skills of children and young people by: <ul style="list-style-type: none"> <li>- Engaging with children and young people to support them in all aspects of life, both in the home and wider community</li> <li>- Maintaining positive social and professional interaction with children and young people as well as staff members</li> <li>- Developing and facilitating educational, cultural and recreational activities</li> <li>- Providing structure, routines and positive role modelling for children and young people</li> <li>- Providing the opportunity for children and young people to develop age appropriate life skills</li> <li>- Ensuring routine tasks are completed to maintain residence and to meet physical needs of the children and young people - this includes daily household cleaning and cooking tasks</li> </ul>
<u>Key Result Area Two</u>  Assess and Respond to Individual Needs	Assess and respond to the individual needs of children and young people through: <ul style="list-style-type: none"> <li>- Observing and accurately recording behaviours, needs and interactions of children and young people</li> <li>- Engagement in educational, recreational and community based activities as appropriate, and in accordance with the child or young person's case or cultural plan.</li> <li>- Maintenance of family, country, culture and community connections as outlined in care and cultural plans</li> <li>- Sensitive responses to information given by children and young people.</li> <li>- Respect and understanding of children and young people's personal beliefs and cultural values</li> <li>- Listening and recording children's and young people's opinions and decisions that affect them</li> <li>- Participation in relevant meetings and appointments affecting children and young people</li> <li>- Contributions to the development, implementation and review of care and cultural plans for children and young people.</li> </ul>



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## Job and Person Specifications

<p><u>Key Result Area Three</u> Learning and Engagement with Service</p>	<p>Maintain an ongoing commitment and improvement to professional development and review of service by:</p> <ul style="list-style-type: none"> <li>- Ensuring practices are compliant with sector standards of care</li> <li>- Ensuring ongoing professional development by attending and participating in training opportunities identified by AFSS</li> <li>- Participating in regular supervision and Individual Work Plans with Team Leader or Manager as required</li> <li>- Active participation in Team Meetings.</li> </ul>
<p><u>Key Result Area Four</u> Administration and Transparency</p>	<p>Actively manage 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 funding body</li> <li>- Ensuring that all client contact and engagement is appropriately documented and recorded on AFSS data collection systems – CRM (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 Five</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> <li>- EEO/Diversity – All AFSS employees must recognise and adhere to the principles of Equal Opportunity. This means being non-discriminatory in all they say and do and recognising and accepting the value of diversity within the AFSS and broader community.</li> <li>- Probity – All AFSS employees must undertake all their duties in an open and honest manner. Employees must never use their position for personal gain either directly or indirectly. AFSS employees are obligated to recognise and report any instances where a conflict of interest may arise either for themselves or other AFSS employees.</li> <li>- Customer Service – All AFSS employees are required to make a commitment to providing the highest level of Customer Service to all those people and organisations that they deal with while undertaking their duties.</li> <li>- Continuous Improvement – All employees at AFSS are required to undertake their duties in an environment whereby the commitment to continuous improvement is a core value and accompanies all activities.</li> </ul>
<p><b>The Person</b></p>	<p><b>Person Specification</b></p>
<p>Qualifications</p>	<p>A minimum of a Certificate IV in Community Services/Youth Work or a demonstrated work experience and knowledge.</p>
<p>Experience</p>	<p>Experience in working with Aboriginal children and young people at risk- or the ability to do so is essential. Experience in recreational, practical and social living skills programs for children and young people. Experience in working with individuals and or group work, family work and working with community groups.</p>
<p>Skills</p>	<p>Demonstrated ability to relate to children and young people and to work with them to achieve change and quality outcomes. Working within a team and effective communication skills.</p>



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	High-level organisational skills, writing skills and an ability to positively interact with AFSS staff, clients, sector representatives and community. Computer literacy with the Microsoft Office suite of products.
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> <ul style="list-style-type: none"> <li>- All AFSS employees have an obligation to work safely at all times and not endanger their own well-being or the well-being of others. This includes employees at AFSS as well as members of the public. Furthermore all employees are obligated to report any hazardous circumstances or potentially hazardous circumstances as soon as they become aware of them.</li> <li>- Ensure understanding of and compliance with all current organization policies, procedures and work practices relevant to Occupational Health Safety and Welfare in the workplace</li> <li>- Take personal responsibility for adopting safe work practices in all activities undertaken including ensuring no activities undertaken will adversely affect the health safety and welfare of other persons</li> <li>- Obey all reasonable instructions in relation to health and safety at work</li> <li>- Participate in the development of site and agency based policies and procedures where required</li> </ul>
Knowledge	An in-depth knowledge and working understanding of Aboriginal communities across South Australia and the issues faced by Aboriginal children, young people, families and communities.
Travel	Intrastate travel may be required as part of this role and includes a requirement to fly on smaller planes (REX).
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, a South Australian Working with Children Check, National Police Check and An NDIS Employment Clearance. Evidence of being fully vaccinated against Covid 19 and a booster or a medical exemption.</p> <p>Assessment as suitable via a Psychological Suitability Assessment and a Provide First Aid Certificate (HLATAID003 or HLATAID011) are required for direct client work in all residential based positions. These requirements are mandatory - there are no exceptions.</p>
General	The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

### 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 ...../...../.....