



Youth Support Workers Residential Services – Port Lincoln

Casual positions from \$46.70 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

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 via our Seek Ad.

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

Applications close 9am Thursday 24 October 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

Position Details	
Position	Youth Support Worker
Program	Residential Services
Classification	Social, Community, Home Care and Disability Services Industry Award 2010 Level 3
Hours	Casual
Hours per week	Not Applicable
Duration	Ongoing
Fixed term / maximum term end date	Not applicable.
Location	Port Lincoln
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.
Effective date	July 2024
Funding Sources	Department for Child Protection
Mandated Notifier	Aboriginal Family Support Services provides residential care services for children, and the incumbent, like all employees, is a Mandated Notifier as prescribed by the Children and Young People (Safety) Act 2017 (SA).



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Job and Person Specifications

Program Overview	
<p>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.</p>	
Position Objectives	
<p>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.</p>	
Job Specifications	
Key Result Areas	<p>The Key Result Areas outline expectations that AFSS has of its Youth Support Worker. They align with AFSS Aspirations, Values and Strategic Plan and requirements as outlined in both State and Australian Government Service Agreements. Youth Support Workers will be required to participate in regular supervision with their Team Leader against each of the Key Result Areas below. They align with the requirements of the DCP Service Agreement and with AFSS Strategic and Operational Plans and AFSS Policies and Procedures.</p>
<p><u>Key Result Area One</u></p> <p>Facilitate the Development of Social and Living Skills</p>	<p>Facilitate the development of social and living skills of children and young people by:</p> <ul style="list-style-type: none"> • Engaging with children and young people to support them in all aspects of life, both in the home and wider community • Maintaining positive social and professional interaction with children and young people as well as staff members • Developing and facilitating educational, cultural and recreational activities • Providing structure, routines and positive role modelling for children and young people • Providing the opportunity for children and young people to develop age appropriate life skills • 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
<p><u>Key Result Area Two</u></p> <p>Assess and Respond to Individual Needs</p>	<p>Assess and respond to the individual needs of children and young people through:</p> <ul style="list-style-type: none"> • Observing and accurately recording behaviours, needs and interactions of children and young people • Engagement in educational, recreational and community based activities as appropriate, and in accordance with the child or young person’s case or cultural plan. • Maintenance of family, country, culture and community connections as outlined in care and cultural plans • Sensitive responses to information given by children and young people. • Respect and understanding of children and young people’s personal beliefs and cultural values



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	<ul style="list-style-type: none"> • Listening and recording children’s and young people’s opinions and decisions that affect them • Participation in relevant meetings and appointments affecting children and young people • Contributions to the development, implementation and review of care and cultural plans for children and young people.
<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"> • Ensuring practices are compliant with sector standards of care • Ensuring ongoing professional development by attending and participating in training opportunities identified by AFSS • Participating in regular supervision and Individual Work Plans with Team Leader or Manager as required • Active participation in Team Meetings.
<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"> • Submitting high quality reports that are factual, clear and concise and adequately respond to the information required by the funding body • Ensuring that all client contact and engagement is appropriately documented and recorded on AFSS data collection systems – CRM (and other data systems as required) • 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 • Ensuring that Application for Leave forms and supporting documentation (Medical Certificates or Statutory Declarations) are lodged within appropriate timeframes.
<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"> • Actively demonstrating a commitment to Service Excellence across AFSS • Demonstrated ability to function autonomously when required as well as a strong focus on teamwork • Abiding by AFSS policies and procedures, and Strategic and Operational Plans • Participating in continual improvement processes across all levels of AFSS • Act as an ambassador for AFSS during all interactions with clients, communities, partner agencies and services. • 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. • 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.



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	<ul style="list-style-type: none"> • 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. <p>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.</p>
Person Specifications	
Physical Requirements	<ul style="list-style-type: none"> • This position is held in an accommodation house that includes a staff office and requires the ability to operate standard equipment and keyboards. • While performing the duties of this job, the employee may be regularly required to sit, stand, walk, talk, see, and hear. • Performing administrative duties that require use of a phone, computer, monitor, keyboard, and mouse. • Standing or sitting for periods as required. • Speaking clearly so listeners can understand. • Undertaking light manual tasks that may involve forward or backward bending/twisting at the waist, pushing, pulling, lifting light objects, including shopping bags etc. • Driving an AFSS vehicle, in accordance with WHS requirements below.
Psychological Requirements	<ul style="list-style-type: none"> • Self-management – Ability to plan, Prioritise and organise your workload in a way that contributes to successful outcomes. • Able to remain calm whilst managing multiple tasks effectively. • Ability to adapt and respond appropriately in changing situations or when under pressure. • Be able to work under tight deadlines. • The employee must maintain emotional control under stress. • Ability to appropriately communicate with staff at all levels. • Ability to display a positive and helpful attitude. • Ability to take initiative, work independently and work with minimal supervision. • While performing the duties and responsibilities, needs to execute a set of manners, behavioral disposition, and etiquette. • Able to focus and be productive. • Excellent problem-solving skills and attention to detail. • Effective time management • Leadership requires wide range of Psychological Skills Including Strategic Thinking, Problem Solving, Communication and emotional Intelligence. • Problem-solving skills - Identify the problem and generate possible solutions.
Qualifications	<p>A minimum of a Certificate IV in Community Services/Youth Work or equivalent, or currently studying, knowledge and competencies. The incumbent must hold the minimum qualification as required by DCP service agreement.</p>
Experience	<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>



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Skills	<p>Demonstrated ability to relate to Aboriginal children and young people and to work with them to achieve change and quality outcomes., Demonstrated ability to work within a team and communicate effectively. Computer literacy with the Microsoft Office suite of products. High-level of organisational and interpersonal skills, Demonstrated writing skills. Demonstrated ability to positively interact with AFSS staff, clients, sector representatives and community. Ability to Lead the team to success.</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> <ul style="list-style-type: none"> • Ensure understanding of and compliance with all current organization policies, procedures, and work practices relevant to workplace Health, Safety and Welfare in the workplace. • 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. • Obey all reasonable instructions in relation to health and safety at work. • Participate in the development of site and agency-based policies and procedures where required. • Follow the procedure regarding the use of AFSS vehicles in the workplace • To drive safely, in accordance with Australian Road Rules, SA (or other state if applicable) • To assist in maintaining AFSS vehicles in a safe condition, to conduct visual vehicle inspections, report suspected or unsafe vehicle conditions and to demonstrate safe driving practices to other road users. • All AFSS employees have an obligation to always work safely 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. <p>The incumbent must be fit to undertake the tasks of their role and be able to maintain this throughout their employment and will be required to report any condition, physical or psychological, or medication that impact their capacity to safely fulfil their role.</p>
Knowledge	<p>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</p> <p>An in-depth understanding and up to date knowledge of Trauma Informed practices and Therapeutic Residential Care.</p>
Travel	<p>Intrastate and interstate travel involving overnight absences may be required in some roles. Including the requirement to fly on smaller planes and drive extensively in the regional areas.</p>
Licences / Screening	<p>This position requires the incumbent to hold and maintain:</p> <ul style="list-style-type: none"> • Valid and full South Australian Driver's License • Safe Environments for Children and Young People Certificate • Working with Children Check • NDIS Worker Screening Check clearance • National Police Check • As suitable via Psychological Suitability Assessment



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	<ul style="list-style-type: none">• First Aid Certificate (HLTAID003/HLTAID011/HLTAID012)• Infant safety Training Certificate• Fire Safety Training Certificate.
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.

Acceptance of Job and Person Specifications

Employee

Name:	
Signature:	
Date:	