



Youth Worker - Coober Pedy

Casual & Permanent Part Time Position Available

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 40 years.

Your new role

This position 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 position.

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 South Australian Working With Children Check (WWCC)
- A current unrestricted South Australian Drivers Licence
- An NDIS Worker Clearance
- A National Police Check
- Unrestricted eligibility to work in Australia
- Confirmation of being fully vaccinated for COVID-19 or medical exemption

Don't have a WWCC? You can apply on-line at 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 or Certificate 4 in Community Services or other related fields

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

For more information please call Jacqui Boland on 0419 314 780 **(Mon-Fri, 9am – 5pm)**

Applications close 9.00am Monday 1 April 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 application. 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: **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 3
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"> - 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 - 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) - 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 5</u> Service Excellence and Continuous Improvement</p>	<ul style="list-style-type: none"> - Maintain and model an ongoing commitment to continuous improvement in the provision of services to internal and external customers by: - 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. - 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. - Continuous Improvement – All employees at AFSS are required to undertake their duties in an environment whereby the commitment to



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	continuous improvement is a core value and accompanies all activities.
The Person	Person Specification
Qualifications	Relevant qualification or post secondary training in areas such as youth work, child protection, and family functioning and behaviour management is highly desirable.
Experience	Desirable Experience in working with young people and their families from diverse communities. Demonstrated experience in working with stakeholders and establishing partnerships Demonstrated experience in undertaking case work and planning Demonstrated experience in providing reports
Skills	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. Demonstrated ability to achieve outcomes with young people and their families that result in sustained change. Demonstrated ability to negotiate and manage conflict; and to work with and become part of an extended team. Computer literacy with the Microsoft Office suite of products
Knowledge	A sound understanding of the issues affecting young people in remote communities Knowledge of the Child and Young Persons Safety Act, Young Offenders Act An understanding of child and adolescent development and family functioning theory and practices An understanding of case management and solution focussed and participative case planning approaches for Aboriginal communities in South Australia Understanding of the service providers within Coober Pedy and outlying areas that provide services to young people and their families Knowledge of issues related to service delivery in rural and remote areas.
WHS	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. <ul style="list-style-type: none"> - Ensure understanding of and compliance with all current organization policies, procedures and work practices relevant to Occupational 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 - 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.



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Travel	Extensive intrastate and some interstate travel involving regular overnight absences. Include the requirement to fly on smaller planes may be required in some roles
Licences & Screening	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).
Special Conditions	Due to the nature of this role, weekend and after hours work is a required ongoing feature of this position.
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/...../.....