

**Job Description Form
Youth Worker (Female)
(SS-003)**



Position Title	Youth Worker		Position Number	SS-003
Work Group:	Social Support Unit			
Work Unit:	Health Programs			
Reports To:	Health Programs Coordinator			
Supervisory:	No			
Award	Aboriginal & Torres Strait Islander Health Workers & Practitioners & Aboriginal Community Controlled Health Services Award 2020 (Cth) NES Fair Work Conditions Contract of Employment			
Position Term	Ongoing 37.5 hours per week			
DATE:	27.03.2023	No of Pages	5	
REVIEW DATE:	27.03.2024	STATUS:	Draft/Active/Under Review	
ENDORSED BY: (Chief Executive Officer)		DATE OF ENDORSEMENT	/ /	

VISION STATEMENT

Our vision is for a healthy community, living healthy lifestyles and working together to extend life expectancy.

MISSION STATEMENT

Our mission is to provide sustainable, culturally appropriate and holistic health services for Aboriginal people in the Goldfields, and to address the social determinants of health through health promotion, education, campaigns and preventive health services. We are committed to the development of a professional workforce to deliver these services.

ABOUT BEGA

Bega Garnbirringu Health Services (Bega) approaches health service delivery from a holistic perspective. This means that Bega seeks to close the gap in health outcomes for Aboriginal people through a multi-faceted approach that includes a high level of attention to the social determinants of health as well as clinical and primary health.

In order for this approach to be effective it is essential that all staff view their role through the eyes of the client and from a whole of organisation perspective. To this end it is essential that all employees be team oriented and prepared to work cooperatively in a multi-disciplinary environment. All employees must abide by their contract of employment and code of conduct and apply themselves to their duties with professionalism, integrity, ethical practice and with diligence.

The organisation has a strong commitment to the provision of services that are culturally appropriate and safe for Aboriginal clients.

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Bega
Garnbirringu
HEALTH SERVICE

Sickness gets better.

PURPOSE OF THE POSITION

To provide an ethical, holistic, accountable and culturally appropriate youth support service by delivering practical and emotional support programs and assist young people to develop skills and make positive changes in their lives.

To provide support and advocacy to the Aboriginal and Torres Strait Islander young people in the Goldfields region, who are facing welfare, behavioural, developmental, social and protection issues.

Develop, plan and facilitate programs to address the particular issues young people face, including building self-esteem and confidence, family conflict, homelessness, drug and alcohol abuse, sex and relationships, education and finding employment.

KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

External:

- Establish and strengthen rapport with the Aboriginal and Torres Strait Islander young people and their families;
- Liaise and maintain working relationships with a variety of organisations and stakeholder representative groups teachers, social workers, local authorities, health professionals, refuge workers;
- Develop and maintain good client relationships as required.

Internal:

- Maintain close working relationships with the Tackling Indigenous Smoking team, Community Engagement team (Social Worker), Social and Emotional Wellbeing team (Psychologist, Counsellors) and other program areas as required;
- Maintains close working relationships with all BGHS employees.

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RESPONSIBILITIES OF THIS POSITION

KEY RESULT AREA	POSITION RESPONSIBILITIES
Professional Services	<ul style="list-style-type: none"> ❖ Establish and strengthen relationships with young people and key stakeholders within the region; ❖ Provide and participate in community development activities to promote inclusion and participation in healthier lifestyles; ❖ Design and deliver programs focussed on the specific needs of young people, such as training and employment, self-development and education; ❖ Arrange emergency accommodation as required; ❖ Increase community awareness of services relating to Social and Emotional Wellbeing, Mental Health, Alcohol and other Drug issues; ❖ Use and promote holistic models of intervention, as well as apply harm reduction and early intervention treatments and tools to suit clients; ❖ Provide advocacy and referral pathways as required, utilising Bega services ❖ Organise and supervise group activities including sports and recreation that have clear objectives in promoting health and wellbeing; ❖ Provide 'wrap-around' case management to clients with social and/or emotional wellbeing concerns; ❖ Provide education and awareness sessions to the ATSI community, covering issues – harm minimisation techniques and strategies, risks associated with alcohol and drug misuse; ❖ Ensure all services and activities are delivered in a culturally appropriate manner; ❖ Comply with Bega policy and procedures currently in practice or that may be introduced from time to time.
Reporting	<ul style="list-style-type: none"> ❖ Ensure all reporting is collected, submitted and meets KPI requirements for BGHS and relevant funding agreements; ❖ Assist and or/provide regular reports as directed; ❖ Ensure regular data is input into databased or other computer software/programs as required;
Organisation and Administration	<ul style="list-style-type: none"> ❖ Plan and establish priorities to ensure effective use of time; ❖ As a member of a small team, demonstrate flexibility in supporting delivery of services as/when required e.g. reception; ❖ Contribute ideas to the Social Support Unit team for inclusion on Bega's program of continuous improvement; ❖ Contribute to the ongoing development of internal policy and procedures; ❖ Attend and participate in staff meetings and complete staff surveys on request;
Communication	<ul style="list-style-type: none"> ❖ Effectively communicate and maintain sound relationships with clients, stakeholders and all BGHS employee's; ❖ Maintains confidentiality and demonstrate compliance with relevant Privacy Legislation; ❖ Display respect, empathy and understanding with all employees, Board Members and other stakeholders;

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	<ul style="list-style-type: none"> ❖ Work collaboratively and cooperatively with team members to ensure quality outcomes; ❖ Work collaboratively across organisation boundaries as required;
Education	<ul style="list-style-type: none"> ❖ Attends relevant training courses and professional development including mandatory training as required by Bega; ❖ Attends relevant conferences as per funding agreement.
Physical Environment and Safety	<ul style="list-style-type: none"> ❖ Report and document incidents and accidents in accordance with Bega policies and procedures; ❖ Recognise potential hazards in the workplace and contribute to the development of strategies to remove or reduce the risk to an acceptable level; ❖ Maintain a safe environment for all employees within Bega; ❖ Adhere to correct fire safety procedures and attend fire drills as required; ❖ Ensure compliance with Occupational Safety and Health (OSH) policies and procedures as set by BGHS and as set out under the OSH Act 1984.

COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake this role. The profile is used for recruitment, performance review, planning, and training and development activities.

QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE

ESSENTIAL:

- Tertiary qualification and/or equivalent experience in Youth Work;
- Demonstrated knowledge and understanding of cultural factors and social determinants particularly relating to Aboriginal Health;
- Current knowledge and ability to plan, develop, implement and evaluate individual and group programs;
- Demonstrated efficient and effective time and caseload management skills;
- Demonstrated ability to work independently or as a member of a multi-disciplinary team;
- High developed written and verbal communication skills, including the ability to relate well to others and demonstrated ability to develop strong and productive partnerships with the Aboriginal Community, Bega employees and liaise effectively with key stakeholders;
- Demonstrated commitment to confidentiality and a high level of accuracy;
- Current Police Certificate (within 3 months) and Working with Children's Check.
- WA "C" Class drivers' licence
- Valid Working with Children Check (WA)
- Ability to travel and stay overnight/s

DESIRABLE:

- Proficient Computer knowledge and skills

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HEALTH SERVICE

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Conditions of Appointment:

Provide Bega Garnbirringu Health Service with the following requirements prior to commencement of employment;

- Valid Working with Children Check (WA)
- National Criminal History Check Certificate (Police Clearance - valid within 3 months)

EMPLOYEE

I (Full Name) _____ have sighted and accept this duty statement and acknowledge the expectations that will be held of me in relation to my role at Bega.

SIGNATURE _____ **DATE** _____