

Illawarra Aboriginal Corporation



Information Pack – Myimbarr Youth Worker – Part Time

This document includes information about the Illawarra Aboriginal Corporation, the relevant program and the employment position. Please ensure that you read the position description and the selection criteria.

Required Documents:

Applications **must** include the following, without these documents your application will not be considered

- A **cover letter** – include details of your preference for full or part time work
- An up to date **resume/CV** including a list of referees (preferably including one from your most recent employer)
- Detailed response to the **Selection Criteria** outlining how you are able to demonstrate you meet the criteria for the position. This can form part of your covering letter
- A copy of your **Confirmation of Aboriginality**

Closing Date: 4pm Monday 4th June 2019

Applications sent via email to IAC employees or to other addresses will not be considered

By email (preferred) jobs@iac.org.au Applications via Seek will also be accepted	By Post Illawarra Aboriginal Corporation Attn: HR Manager PO Box 5457, Wollongong NSW 2520	By Hand Illawarra Aboriginal Corporation 102 Auburn Street Wollongong NSW 2500
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Position Details:

Term	Ongoing
Hours	Part Time
Location	Wollongong
Award	Social, Community, Home Care & Disability Services Industry Award 2010 Level 4
Pay	From \$34.10 per hour plus superannuation
Designated Position	<i>This position is an Aboriginal Identified position authorised under S14d of the NSW Anti Discrimination Act 1977</i>

Selection Criteria:

A detailed response to the below selection criteria is to be included with your application

1. Demonstrate your experience running a variety of activities for children of a broad age range
2. Detail your qualifications, requirement is a minimum Cert III in Youth Work, Community Services or related area
3. Demonstrate your knowledge and understanding of Out of Home Care sector
4. Provide examples of a strong understanding and proven ability to engage with and work within the local Aboriginal Community
5. Demonstrate your excellent communication and interpersonal skills with the ability to build rapport and sustain working relationships with a diverse range of people
6. Demonstrate experience preparing written communication such as program outlines, client reports and documenting observations
7. Detail the level of your computer skills and experience using databases and Microsoft Office suite of programs
8. Excellent organisational skills and ability to juggle multiple tasks with conflicting deadlines
9. Demonstrate connections to local organisations and your ability to work with community groups, services providers and agencies

Overview

The Illawarra Aboriginal Corporation (IAC) was formed in 1980 for the purpose of achieving excellence in providing advocacy and culturally appropriate services to meet the social, cultural and economic needs of Aboriginal and Torres Strait Islander people in the Illawarra Region.

Myimbarr is the IAC Permanency Support Out of Home Care program. We aim to keep Aboriginal children and young people in safe environments and to promote their education and emotional wellbeing whilst remaining connected with their family and community.

Position Purpose

Youth Workers are part of the Permanency Support Program team with the aim of providing child centric support of children and young persons (CYPs) in our out of home care program. Youth Workers are responsible for assisting with the development and implementation of a range of activities and programs to support the CYPs in Myimbarr's program. The Youth Workers assist the Myimbarr team work with CYPs and families to provide support to facilitate improvements in CYPs social, emotional, health and educational wellbeing.

Key Accountabilities & Responsibilities

- Liaise with Team Leader and Myimbarr Manager to develop a range of activities and programs to support CYPs and strengthen their cultural awareness. Activities may include but are not limited to art and design, dance and physical activities, cultural activities, homework clubs etc.
- Work with Case Workers, Cultural Advisor and Carers and the community to obtain feedback on interests and challenges of CYPs to develop a range of culturally sensitive activities to suit CYPs needs and aspirations. Work closely with Case Workers to identify individual needs and aspirations of CYPs
- Develop and organise a library of equipment and resources for activities and identify suitable venues for the activity delivery
- Prepare communication and publicity plans for the scheduled activities to try to reach optimal engagement by CYPs in the Myimbarr program
- Identify suitable activities offered by other service providers, building partnership with providers where appropriate
- Assist with transportation and facilitation of supervised contact visits between CYPs and family
- Role model and reinforce positive behaviour ensuring expectations and boundaries are clear and consistent at every supervised contact visit
- Submit supervised contact reports detailing observations and any risks within 48 hours of the completion of the Supervised contact. Reports are to be based on observations and facts and not include personal opinions
- Observe the contact rather than actively participate in order to facilitate interaction with birth family members that is as normal as possible
- If any challenging or inappropriate behaviour is observed from the family members one warning may be given to the family members, if the behaviour is significant or continues the contact visit is to be immediately terminated and the CYPs returned to their Carer
- Of paramount importance is the safety of children and young persons during the supervised visits, any concerns are to be immediately reported to the Team Leader
- Document all contact and interactions with the CYP, carers and birth families. Maintain accurate, child-centred up-to-date records of all interactions in accordance with the program procedures and legislative requirements. Utilise both paper and electronic case management tools.
- Notify Team Leader and/or Myimbarr Manager and report all cases of suspected risk of harm to CYPs to Community Services and/or other authorities as required by current legislation
- Notify Team Leader and/or Myimbarr Manager and report all cases of suspected physical, emotional, sexual and other abuse to CYPs to Community Services or other authorities as required by current legislation.

General

- Assist with administrative activities as part of the Myimbarr team including answering telephone calls, preparing documents, filing and mail collection.
- Undertake administrative functions associated with the work performed to ensure compliance with legislative standards. All files both electronic and paper are to be accurate, in chronological order and up to date at all times
- Develop and maintain good working relationship with relevant agencies and service providers.
- Maintain a current and full understanding of Confidentiality Policies and Procedure.
- Maintain a current and detailed understanding of the Mandatory Reporting Policy and Procedure. Ensure knowledge of legislation and practise is kept up to date.
- Participate in organisational events, training and development and strategic planning activities
- Positive promotion of IAC at all times especially when in public forums, liaising with clients or other outside personnel
- Comply with all IAC policies and procedures and statutory obligations as amended from time to time
- Comply with all workplace health and safety and equal employment opportunity initiatives to contribute to a safe, healthy, equitable and ethical workplace
- Carry out other duties as may be directed by management that are within your competency or training
- Work in accordance with lawful and reasonable management directions.

Relationships

Internal	
Team Leader & Manager	Daily to provide regular updates on activities and CYPs and to receive guidance on related issues Provide information, advice and contribute to decision making Identify emerging issues/risks and their implications and propose solutions
Team members and other internal stakeholders	Daily to share information as appropriate and receive and provide advice on related issues Consult and collaborate to ensure administration standards are met, develop solutions and strategies to meet deadlines and develop solutions
External	
Carers	Maintain professional relationship sharing information and providing support to ensure the wellbeing of the CYP
Children & Young Persons	Maintain professional supportive relationship to ensure that information flow is two ways and issues are raised and dealt with in a prompt proactive manner
Service Providers, Agencies, Community Services & other Stakeholders	Develop professional relationships and engage to assist with the provision of support and services to CYPs

Key Performance Indicators

- Calendar of a range of activities to support CYPs is developed and implemented
- Activities are delivered effectively and efficiently and receive positive feedback from participants
- Library of resources is developed, well organised and maintained
- Ensure confidentiality of CYP information is maintained at all times
- Ensure that all case notes, files and reports are up to date, in chronological order and accurate at all times.
- Demonstrate referral to and utilisation of other IAC services for Clients
- Attend required staff meetings, case reviews, and scheduled training and development events.
- Obtain consistently positive feedback from peers, managers, carers, CYPs and external stakeholders.

Qualifications & Skills

Essential

- Demonstrated experience running a variety of activities for children of a broad age range
- Qualifications minimum Cert III in Youth Work, Community Services or related area
- Knowledge and understanding of Out of Home Care sector
- Strong understanding and proven ability to engage with and work within the local Aboriginal Community
- Excellent communicator, with strong interpersonal and facilitation skills
- Strong written communication and report writing skills
- Strong computer skills including database entry, word processing and Microsoft Office suite of programs
- Excellent organisational skills and ability to juggle multiple tasks with conflicting deadlines
- Proven connections and ability to work with other community groups, services and agencies
- Thorough understanding of Work Health & Safety obligations.

Desired

- Knowledge of Child development and attachment theory
- Current First Aid Certificate
- Working knowledge of the Children and Young Persons (Care and Protection) Act 1998 and the Children and Young Persons (Care and Protection) Regulation 2000
- Working knowledge of the Corporations (Aboriginal & Torres Strait Islander) Act 2006 (CATSI)

Mandatory Requirements

- Confirmation of Aboriginality (to be provided with your application)
- Current Working with Children Check for paid employment
- Current National Criminal History Police Check
- Current unencumbered NSW Driver's Licence

This position is an Aboriginal Identified position authorised under S14 of the NSW Anti Discrimination Act 1977