



POSITION DESCRIPTION

POSITION TITLE	Youth Residential Support Worker
PROGRAM	First Response Youth Residential Service Melton
REPORTS TO	Team Leader (Youth Residential Services)
LOCATION	This position is based in <i>Melton</i> . From time to time the incumbent may be requested to work from, or to be based at, other Hope Street sites.
DAYS & HOURS	Part-time Monday – Sunday (Hours by agreement)
CLASSIFICATION	Social, Community, Home Care and Disability Services (SCHCADS) Award 2010 – Level 3 Access to NFP tax concessions specifically salary packaging scheme offering up to \$18,550 of our salary tax free.
OVER AWARD CONDITIONS	Personal Carers leave – 12 days in first year of service and 14 days per year thereafter

ORGANISATIONAL INFORMATION

Hope Street Youth and Family Services Limited ("Hope Street") based in the Northern and Western regions of Melbourne, is one of the longest established specialist youth homelessness services in Victoria delivering a broad range of support services to young people who are experiencing or at risk of homelessness.

With 40 years' experience in delivering responsive services to young people in local communities, Hope Street provides both strategically targeted and holistic programs for young people aged 16 – 25 years old, including young families. These programs incorporate the following:

- Short term supported crisis accommodation
- Assertive outreach support
- Youth reconciliation involving counselling and support for young people and families
- Advocacy, resource and referral services
- Supported transitional housing

Hope Street is a not for profit organisation whose vision is a society in which all young people and young families have a safe place to call home. Our purpose is to influence change to end youth homelessness and empower young people and young families to reach their full potential. Our values are Fairness, Collaboration, Social Justice, Integrity, Diversity and Hope.

Hope Street has a zero tolerance to all forms of violence, including child abuse, and is committed to creating safe communities which focus on the best interests of children and young people. The organisation promotes the safety and empowerment of all children and young people acknowledging both their individual diversity and cultural heritage.

Visit our website www.hopest.org for more information.

PROGRAM INFORMATION

Hope Street First Response Youth Support Service in Melton is a new innovative program funded by the State Government in response to youth homelessness in the growth corridor of the City of Melton. The service is provided within a purpose-built centre consisting of three separate buildings: eight bed communal living building; 2-bedroom unit for young people and their children/families; and an administration building. The design is based on leading specialist youth focused practice.



POSITION INFORMATION

The purpose of this position is to work with young people to access and/or maintain employment, education and training opportunities to achieve meaningful participation in the community.

KEY RESPONSIBILITIES

Residential Service Delivery

Ensure that all activities of client service delivery are met in accordance with standards, policies, procedures and practice manuals. Activities such as:

- At all times interact with and support young people in accordance with the values and philosophy of Hope Street
- Conduct client-centered intake per policy and procedure
- Provide support and assist with the immediate needs of clients utilizing the Hope Street resources available to clients
- Provide support and assist with the day to day living skills, connections with the community, personal and social development, employment education and training
- Assist clients to follow up actions per their case management plans including housing, income, education and training, health and wellbeing and general living skills and recreational activities
- Complete daily client file notes and store in accordance with policy and procedure
- Utilise Hope Street preventative approach and methods - monitor and maintain a harmonious, safe and secure environment at all times as a part of risk management
- Take action to contain and manage identified client risks as they emerge within an early intervention framework per Hope Street policies and procedures
- Perform the duties of the day to day operation of the program including household tasks such as food orders/shopping, cleaning, cooking and tidying, re-setting rooms that become vacant, management of outdoor spaces and equipment for safety and use of clients
- Uphold young people's rights and responsibilities as developed by Hope Street including the delivery of the accommodation and support component
- Constructively participate in client, staff and organisational meetings as required
- Participate in external meetings/networks as required
- Maintain a safe and secure environment for young people, staff and visitors

Administration & Reporting

- Participate in daily handover with team members coming on or off rostered shifts
- Contribute to the written handover a part of achieving accurate and thorough team communication for optimum client support and safety
- Maintain accurate client records and statistical data as required by the funding body (DHHS)
- Administrative duties to ensure maintenance of day to day operations such as petty cash and other expenditure, cab charge vouchers etc per policy and procedure
- Contribute to internal administration and reporting as required such as registers, minutes of meetings, reports (monthly, annual), checklists, file development
- Accurate recording and notification of client risk management alerts per policy and procedure including Client Incident Management System; and OnCall
- Undertake other duties from time to time as negotiated with the manager.

Professional Development

- Participate in and take responsibility for professional development
- Receive and participate in formal supervision
- Develop and implement Annual Work Plan
- Complete Annual Performance Appraisal

General

- Adhere to Hope Streets values of Fairness, Collaboration, Social Justice, Integrity, Diversity and Hope.
- Adhere to the Child Safe Standards and Hope Street Code of Conduct
- Comply with organizational policies and procedures as updated from time to time



- Maintain a safe environment at all times.
- Undertake a police check prior to commencement and every three years thereafter and inform Hope Street immediately of any convictions.
- Maintain an up to date Working with Children Check.
- Actively participate in supervision and performance review procedures
- Contribute to a positive organizational culture
- Actively work individually and collectively to achieve a service and work environment where equality of opportunity, access and inclusion are fostered.
- Undertake other duties as requested

KEY SELECTION CRITERIA

1. Minimum Bachelor Degree qualification in Social Sciences, Human services, Community studies or other health/welfare related qualifications.
2. Demonstrated experience in working with young people who are disadvantaged and/or have experienced or are at risk of homelessness.
3. Understanding the requirements in delivering services that manage client: risk factors, protective factors, support and developmental needs
4. Demonstrated knowledge of youth focused practice frameworks such as strengths based or trauma informed practice
5. Excellent written and verbal communication skills including professional record keeping, active listening, negotiation, promoting respectful and solution focused outcomes
6. Demonstrated ability to collaborate, listen, motivate and support young people to enable change and engagement in the service and within their life
7. Experience in managing the household duties required for the residents such cooking, cleaning, laundry utilising an experiential learning approach
8. Competency in using Microsoft applications and Case Management Software (SHIP/SRS) and the capacity to write effectively and maintain appropriate case notes records and files
9. Current drivers licence (desirable)

Employee Name _____

Manager Name _____

Employee Signature _____

Manager Signature _____

Date _____

Date _____