



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Youth Case Manager
<b>PROGRAM</b>	Youth Support Service
<b>REPORTS TO</b>	Team Leader (North East)
<b>LOCATION</b>	This position is based in Brunswick West. From time to time the incumbent may be requested to work from, or to be based at, other Hope Street sites.
<b>DAYS &amp; HOURS</b>	Part Time (0.6 FTE) 45.6 hours per fortnight Monday – Friday between hours 8am – 6pm by agreement.
<b>CLASSIFICATION</b>	Social, Community, Home Care and Disability Services (SCHCADS) Award 2010 – Level 4 Access to NFP tax concessions specifically salary packaging scheme offering up to \$18,550 of our salary tax free.
<b>OVER AWARD CONDITIONS</b>	Personal Carers leave – 12 days in first year of service and 14 days per year thereafter (pro rata)

## 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](http://www.hopest.org) for more information.

## PROGRAM INFORMATION

The Youth Support Services Program consists of 2 Case Managers, the Youth Residential Program staff team consists of 5 Part-time Youth Residential Support Workers, and a pool of casual staff. The team work closely to ensure that client focused, and sustainable outcomes are achieved with young people. The team is supervised and led by the Team Leader.

## POSITION INFORMATION



The purpose of this position is to provide services to provide short term intensive case management services to young people and their children responding to their immediate (emergency) and short term needs within a holistic approach that includes, however is not limited to: housing, health, specialist health, employment, education and training, family/significant relationships, legal, community linkages and/or participation. Case management support is to be provided utilising a strengths based, trauma informed and solutions focused approach that is youth and client centered.

The position is part of a multi-disciplinary approach within a team of specialist youth homelessness workers within North-East Services as well as across the organisation. This position will contribute constructively as a team member for the benefit of the whole organisation.

## KEY RESPONSIBILITIES

### Service Delivery

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

- Conducting assessments in collaboration with the Team Leader.
- Provide a comprehensive response to client needs within a case management framework utilising client centered, strengths based and solution focused practices.
- Accept and process referrals in accordance with Hope Street Policies and Procedures.
- Conduct client assessments in accordance with Hope Street Policies and Procedures.
- Provide high quality case management to young people experiencing homelessness both on and off site.
- Support the young person with developing their independent living skills.
- Engage the young person identifying and working towards personal goals.
- Advocate with and for the young person when appropriate.
- Accompany the young person to appointments as appropriate, such as Centrelink, legal services medical services.
- Prepare and implement the transition of the young person to medium to long term accommodation in line with the case plan goals.
- Encourage young people to remain connected to community activities including employment and training opportunities and social and leisure opportunities.
- Develop and maintain contact with a range of service providers to assist in meeting the needs of the young person.
- Conduct on call responsibilities in accordance with the Hope Street policies and Procedures.
- Maintain a safe and secure environment for clients, all staff and visitors.
- Participate in relevant client, program and organisational meetings.

### Community Development

- Keep abreast of current issues and policy development, gaps in service provision, initiatives and government policy.
- Participate in relevant local networks.
- Resource other workers and services.
- Undertake community development initiatives.
- Promote the services of Hope Street within the community.
- Remain informed of changes within the sector and client groups as well as government funding and/or standards/policies.

### Administration & Reporting

- Maintain statistical records and files required for use in Hope Street internal as well as external data collection requirements such as SHIP and monthly reports.
- Contribute to the compilation of Program reports to the CEO.
- Contribute to policy papers, annual reports, funding body reports.
- Prepare submissions targeting service delivery needs of this position in conjunction with the line Manager.



- Administrative duties to ensure maintenance of day-to-day operations including Petty Cash, Time Sheets, Housing Establishment Funds, in accordance with the Hope Street Policy and Procedures.

**Continuous Improvement**

- Facilitate team contributions and implementation of continuous quality improvement in relation to the program and service delivery.
- Facilitate team participation in the evaluation and ongoing monitoring of the program.
- Include clients in the evaluation of the service where appropriate.
- Collaborate with other support services and community-based activities to integrate support and provide optimal service provision.

**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. Tertiary qualification in Youth Work, Social Work, Psychology, or other health/welfare related qualifications.
2. Demonstrated knowledge and ability to respond to the needs of clients within a case management framework utilising strengths and solution focused practices.
3. Demonstrated understanding of the causes of youth homelessness including understanding of risk factors, protective factors and support needs.
4. Demonstrated ability to listen, motivate and support to enable change with young people and their families, including those with complex needs.
5. Excellent written skills including writing reports, agendas, minutes, submissions, letters
6. Demonstrated highly developed communication skills including listening, negotiation, problem solving, decision making and advocacy.
7. Demonstrated application of industry standards including confidentiality, professional and ethical practice.
8. Experience with implementing agency-based assessments, agreements, boundaries and expectations with young people.
9. Competency with Microsoft Office, and other Case Management software.
10. Current drivers' license

Employee Name \_\_\_\_\_

Manager Name

Employee Signature \_\_\_\_\_

Manager Signature

Date

Date \_\_\_\_\_