

**Residential Youth Worker**

**(Rural NT)**

**KEY FUNCTION:**

* To provide and care for Kids at Risk in a Bush Style environment
* To participate and interact with young people on Programs

**OVERALL RESPONSIBILITY:**

* The primary role of the Youth Worker is to provide for the day-to-day care and nature of the Client/s whilst this requires working with families, the local Community and other Agencies or Organizations, the most consuming task is that of direct Care.
* Co-ordination of activities or facilities for the development of Independent Living Skills.

**GENERAL RESPONSIBILITIES FOR BOTH TITLES:**

* To provide day-to-day care and nature of the resident Client/s.
* To maintain a supportive relationship with the resident Client/s.
* To work as part of a Team to facilitate the resident Client/s individual development.
* To work closely and cooperatively with all Staff and Agency’s co-workers to ensure a consistent and smooth running of the Program where placed.
* To abide by and to enforce Company Policy and Procedures.
* To be involved with and contribute to professional development within the Company.
* To work within the general philosophy, policies and procedures of the Company as detailed in the Company’s Employee Information Manual.
* To participate and interact with young people in Activities that is implemented by the Company.

**SPECIAL RESPONSIBILITIES:**

* Provide day-to-day physical needs of the Client/s including all normal functions of attending to physical needs of the client/s, responding to the resident client/s emotional needs with care and professional limits as required, ensuring attendance to day programs including appointments and activities.
* Supervise and monitor Client/s movements on outings and other activities including recreational.
* Regularly monitor and document Client/s behaviour, progress and family contacts etc. Any recommended changes or modifications of existing arrangements and documents must be made with the client/s controlling Organization/Person and the Senior Management of the Company.
* Report significant progress, crisis or unusual behaviour of Client/s to Senior Management of the Company where required.
* Provide documentation when required for example (but not limited to) Communication Book, Accident/Incident Reports and File notes, Daily Client Reports, Court Reports
* Maintain a physical environment of the Facility to standards conductive to Quality Care and to create a positive atmosphere within the Program.
* Complete Handover and any relevant documents at the beginning and end of every shift.
* Provide a welcoming social environment to client/s family if required and encourage them to visit in accordance to the Program details and to participate in the various activities.
* Determine with the Company’s Field Team Leader and/or Program Manager or NGM, the level of autonomy at which the Youth Worker will function in each case with regard to supervision of the Client/s movements outside the Facility, and contacts of natural parents and/or professional friendship groups according to the Management Plan for each resident client.
* Work in co-operation with relevant Company’s, Agencies and Departments.
* A willingness to volunteer to undertake training provided by the Company

**TEAM WORK:**

* Work within a multi-disciplinary Team and actively promote an environment of mutual accountability.
* To meet regularly with the Company for support and to review current issues within the Program and issues relevant to the Company.
* To be able to abide by and maintain Company’s Procedures set in place.
* Contribute to Team Meeting and regularly liaise with Company Management.
* To participate and interact in recreational activities with Client/s and other co workers

**ADMINISTRATION AND MANAGEMENT:**

* To keep records as required of client/s movements, visits, illness, medical appointments and other practical information as needed both for day-to-day living and monitoring for the Communication Book and report to relevant workers where applicable.
* Maintain all records as required by the Company in areas such as Client/s Daily Reporting, Communication Book, Incident/Accident Reports, Medication List, Food Wastage Report and Property Damage Report

**NEIGHBOURHOOD NETWORKING:**

* Whilst ensuring all families “Right to Privacy”, work to develop and maintain positive and creative relationship between the Client, individuals or groups within the neighbourhood where required.

**SKILL DEVELOPMENT:**

* Contribute to building the Company understands and knowledge of how best to support the Client/s and families to reach best possible outcome.
* To undergo and complete Certificate III or IV Community Services. If you do not already hold this qualification, you are required to commence studies within the first twelve months of employment and must work with the Field Team Leader and Program Manager in terms of study requirements and rostered work commitments.
* To undergo and obtain 1st Aid Certification within the first months of employment if not already obtained. This is required to be undertaken outside of working hours.
* Participate in Staff development, Skill Exchange Programs, Staff selection and Program planning when required.
* Other duties as negotiated with the relevant Organisations including the Company.

**RESPONSIBLE TO:**

The Field Team Leader and Programs Manager or nominated persons of senior management level within the Company.

**QUALIFICATION and REQUIRED EXPERIENCE/CHECKS/LICENCES:**

* Minimum level Certificate III or IV Community Services
* A current First Aid Certificate
* Minimum 2 years previous and/or current experience in the Youth Work field is preferred
* Knowledge of Drug & Alcohol or relevant experience is preferred
* Crisis Management Training is preferred
* Must hold or willing to obtain a Working with Children’s Card – NT Ochre Card prior to commencement of employment
* Must undergo a Federal Police Check
* Must have own transport
* Must be able to Cook
* Must be able to reside on site when on shift.
* A current Fully Certified Driver’s Licence is required

**RELEVANT SKILLS/EXPERIENCE:**

* Ability to provide and maintain professional empathic relationships with Clients.
* The ability to manage difficult situations calmly and confidently, to set effective boundaries and limits.
* Ability to relate in a supportive non-judgmental way.
* Knowledge of Social Welfare Practices and Community Services.

**EMPLOYMENT CONDITIONS:**

Employment Location:

The Facility located 150 kilometres south of Darwin, Northern Territory. This Location is an undisclosed Location. The Company also has other locations of which you will be required to work at during program delivery.

**Hours of Employment:**

* You will be employed full time by the Company. Your ordinary hours will be 38 per week averaged over a 26-week period. You will be engaged in Rotating Shift Work and may be required to work Monday to Friday, Weekends, Sleepovers and Public Holidays.

**Confidentiality**:

* The employee is required to abide by the Privacy Act. A copy of an undertaking in respect to confidentiality is included in the Company’s Employee Information Manual and requires a signature. A signed employee Confidentiality Agreement is required by you prior to commencement of employment.

**Federal Police Check:**

* A Federal Police Check must be obtained prior to commencement of Employment. The cost involved is not covered by the Company. This check now falls under the NT Ochre Card.

**Working with Children’s Check:**

* This Ochre card is now a NT Government requirement and must be obtained prior to commencement with working with NT Client/s. The cost involved is not covered by the Company.

**Recreational:**

* The employee must physically be able to participate in Recreational based activities and/or Programs.

**Award Wages:**

* Your base salary is based on the Social, Community, Home Care and Disability Services Industry Award 2010.
* As you will be working to a scheduled Roster, based on your rostered shifts, you will also be entitled relevant penalty allowance based on Afternoon Shift Rate, Saturday Rate, Sunday Rate, Public Holiday rate and Sleep Over allowance when rostered. All meals will be provided when on duty and you are required to take the relevant breaks each shift, at a mutually agreed time.

**Driver’s License:**

* A current fully certified Driver’s License must be obtained to utilise Vehicle’s provided to transport the Client/s. Employees must be able to drive a Manual Vehicle.

**Transportation:**

* Own transportation is required. When your vehicle is used for work purposes, you will be reimbursed for petrol. You vehicle must be safe and road worthy and be fully registered and insured.

**Communication:**

* The employee must have in their possession a mobile phone where the Employer can contact you on Work related matters.

**First Aid Certificate:**

* A current First Aid certificate is required to ensure that a minimum Level of medical aid experience and knowledge is obtained.