



EMPLOYMENT PACKAGE
Aboriginal Youth Worker

BUNGREE ABORIGINAL ASSOCIATION
Children, Youth and Family Service Team

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1. JOB ADVERTISEMENT

NOTE: Being Aboriginal or Torres Strait Islander is a genuine occupational qualification for this position as described under *Section 14(d) of the Anti-discrimination Act, 1977 NSW*



Bungree Aboriginal Association **Position Vacant**

(F/T) Aboriginal Youth Worker

Overview of Position – To provide educational and employment support to our youth clients in developing and implementing plans for achieving personal goals and meeting other needs as a cooperative team member within the Education Gaps Program Team.

This is an identified position under Section 9A of the NSW Anti-Discrimination Act 1977

NOTE: Applicants **MUST** obtain an employment pack, complete all relevant paperwork & address the Essential Criteria.

Enquires: Miley Nixon on 02 43500100 or email: enquiries@bungree.org.au

Closing date: Friday 28th June 2019 COB 5.00pm

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REQUIREMENTS FOR EMPLOYMENT

ESSENTIAL

- Aboriginality
- Relevant Tertiary qualification – Youth Work, Community Services or similar
- Understanding of the needs of and a demonstrated capacity to work with young people
- Proven ability to think, plan and act utilising a creative and innovative approach
- Excellent interpersonal, written and oral communication skills
- Ability to work independently as well as part of a team
- Ability to prioritise work load in order to meet deadlines
- Minimum Class C drivers licence and First Aid Certificate
- Familiarity with the Children and Young Persons (Care and Protection) Act 1988

MANDATORY

- Confirmation of Aboriginality
- National Criminal History Record Check
- Working with Children's Check
- Drivers Licence

INFORMATION

- Information about the position and the appointment process including how to apply is included in an Employment Package
- For further information or to discuss the position, please call Suzanne Naden CEO on 43500100.

CLOSING DATE: Friday 28th June 2019 by COB (5.00pm) – no late applications will be considered.

Applications marked **EGP Bungree** may be:

Delivered in person to: 7B Pioneer Avenue Tuggerah NSW 2259

Posted to: PO Box 3070 TUGGERAH NSW 2259

Emailed to: enquiries@bungree.org.au – marked EGP Youth Officer position

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2. ABOUT BUNGREE ABORIGINAL IFBS

Bungree Intensive Family Based Service (IFBS) is located on the Central Coast, New South Wales (Wyang Shire Council Area).

The Aboriginal IFBS provides an intensive, time-limited, home based program for Aboriginal families in crisis (including extended family). Children in these families are at risk of entering Out-Of-Home Care (OOHC) placement due to care and protection concerns; or have already been placed in OOHC and are due to be restored back with their families. IFBS provides crisis intervention, restoration and placement support services.

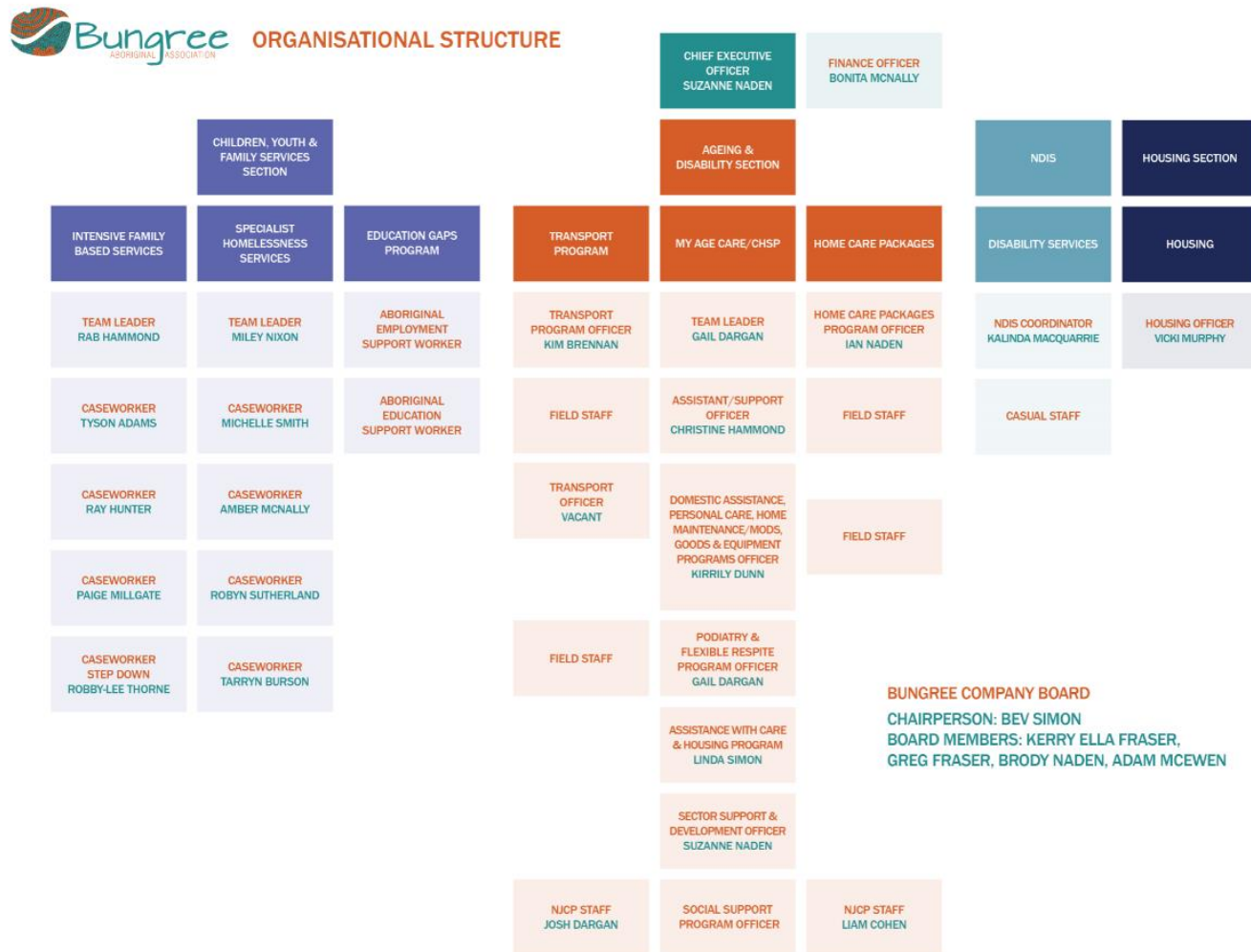
Bungree IFBS works with families to improve life skills, parenting capacities, coping abilities and problem-solving skills. Families are also linked in with appropriate community and service supports both during and after the intervention. Based on the US Homebuilders Model®, IFBS operates on the premise that it is best for children to grow up in their own families and where there is child abuse and/or neglect, skilled professionals can assist families to learn more appropriate ways to care for their children.



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3. BUNGREE ABORIGINAL ASSOCIATION ORGANISATION CHART



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4. POSITION DESCRIPTION

POSITION TITLE: YOUTH OFFICER
POSITION DESCRIPTION
<p><u>KEY RELATIONSHIPS</u></p> <p>Reports to:</p> <ul style="list-style-type: none">• CEO – Bungree Aboriginal Association <p>Works closely with:</p> <ul style="list-style-type: none">• Community Education Engagement Officer – EGP team• Community Job Readiness Officer – EGP team• SHS Caseworkers• IFBS Caseworkers• Age Care Team members• Children, Youth and Families and local communities• Government, Non-Government Agencies and other health professionals
<p><u>CORE RESPONSIBILITY</u> – To work as a member of a cooperative team to provide support to our youth clients in developing and implementing plans for achieving personal goals and goals and to assist young people who are disengaged from education and/or employment.</p>
<p><u>TARGET GROUP</u> – Aboriginal and Torres Strait Islander young people (14-24) who are disengaged from education and/or employment for a range of reasons and include:</p> <p>YP who have had contact with the juvenile justice system</p> <p>YP in the care of FACS</p> <p>YP with a history of trauma</p> <p>YP with a history of extended periods of unexplained absences from school</p>

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YP who may have mental health and wellbeing concerns
 YP who have been excluded or repeatedly suspended from school
 YP who are homeless
 YP who are young parents
 YP transiting from education to employment
 YP seeking higher education pathways and/or employment pathways

KEY ACCOUNTABILITIES - The following key accountabilities list will appear in your Performance Agreement if you are successful in your application for this position.

Primary Purpose	Duties & Responsibilities	Key Performance Indicators/Specific Job Skills
<p>1. Client Focused, strengths based support work</p>	<ul style="list-style-type: none"> • Provide support to clients in developing and implementing case management plans for achieving personal goals • Report writing and record keeping, including case notes of each contact/meeting with the young person • Coordinate set/planned appointments/meetings/programs such as: education, self-development, health and wellbeing apt • Ensure any concerns for clients and colleagues safety is communicated to management in a timely manner • Manage conflict situations using therapeutic strategies • Liaise and Advocate with government, local authorities, health professionals, parents and other organisations • Communication with team members, management, providing feedback on client development • Collaborates with the team to support a socially inclusive program that responds to the physical, intellectual, social, spiritual and cultural needs of young people. • Ensure all Bungree policies and procedures, are being followed effectively and appropriately 	<ul style="list-style-type: none"> • Development of Case Management Plans with YP that are achievable • Case Management Plan are being achieved • YP, Parents and Carers report having more support that results in an increase of strengths and/or other service/program pathways • YP are achieving their goals • YP are staying in school longer • YP are reengaged with education institutions • YP are attending appropriate health services • YP are actively engaged with schooling, higher education and learning programs.
<p>2. Engagement</p>	<ul style="list-style-type: none"> • The ability to easily build rapport with young people, parents/ carers, teachers and other professionals • Being consistent, reliable and honest 	<ul style="list-style-type: none"> • To be a role model to all clients regarding behaviour, professional conduct, positive attitude towards clients

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	<ul style="list-style-type: none"> • Demonstrating empathy and respect • Work collaboratively with the team to support/develop cultural links, community and family connections which support the engagement and connection of young people to learning and the wider community. 	<ul style="list-style-type: none"> • Ensure that YP are not set up to fail but rather encouraged to participate in their case plan • Ensure that the self-confidence of YP are strengthened through appropriate connections.
4. Strengthening Community Partnerships	<ul style="list-style-type: none"> • Liaise and develop service referral and provision with government and non-government agencies at appropriate levels to support health, mental health and wellbeing of young people. • Develop partnerships with key agencies to support services for young people. • Support young people to access support services eg counselling, health support, community activities. • Establish working partnerships with Local AECG groups both in the Central Coast and Lower Lake Macquarie areas 	<ul style="list-style-type: none"> • Number of referrals to the program • Creating and establishing community partnership in both the Central Coast and Lower Lake Macquarie areas • Sourcing relevant youth services and programs and creating or developing partnerships for accessibility for our clients •
5. Administrative Responsibilities	<ul style="list-style-type: none"> • Maintains appropriate records and prepares reports when required. • Ensure all clients case management notes and files are accurately recorded and maintained • Maintains records on database • Participate in professional supervision • Participate in regular whole team meetings • Participates in YP in care compliance meetings 	<ul style="list-style-type: none"> • Manage and maintain all client files and documents • Ensure that a Case Management Plan is developed and followed for all clients • Ensure that the data base is updated weekly • Ensure participation within the team
6. Child Protection	<ul style="list-style-type: none"> • Provide support service to staff and young people dealing with issues of child protection • Provide a referral point for young people to appropriate services as indicated • Statutory Obligations 	<ul style="list-style-type: none"> • Ensure that all reports of suspected child abuse or neglect is immediately reported to the CEO or Team Leader IFBS for advise prior to enacting the <i>Children and young persons (Care and Protection) Act 1988</i>.
7. Other Duties and WHS	<ul style="list-style-type: none"> • Carries out other duties as reasonably assigned by the CEO 	<ul style="list-style-type: none"> • Premises, equipment and vehicles are maintained in a safe condition • Take responsibility to be alert to and report WH&S hazards

5. THE APPOINTMENT PROCESS

Appointment to the position is based on merit. Merit is determined through an assessment of your abilities as they relate to the position.

To determine your merit, the selection committee will rely on:

- your application, comprised of your Resume and your Claim to the Position
- an interview (if you are called) and the opinion of your referees (if you are short listed after interview)

If you are successful but before you are officially appointed, you may be expected to verify your credentials and certified copies of your academic or other records. It is suggested you organise this so they will be ready if requested.

Before you are officially appointed, all necessary Working with Children's Check and Police Checks will be carried out.



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6. HOW TO APPLY

- To apply for the position, send your Resume and Claim for the Position by email, post or in person to IFBS Bungree by the due date as given on the Job Advertisement.
- A covering letter is not required, however, if you do wish to provide one please keep it to one page.
- Please follow the advice below when composing your Resume and Claim for Position.

RESUME

To help ensure that your resume is compelling to read and tailored to the position, please use the following format and approach:

TITLE/HEADING

RESUME: (ADD YOUR NAME AND FULL CONTACT DETAILS INCLUDING PHONE AND EMAIL ADDRESS)

SUMMARY

Summarise your career in one page showing how you progressed to where you are today and including activities or achievements that relate to the position you are applying for.

EDUCATION

Indicate your schooling e.g. Year 10, Year 12.

List any TAFE or University studies commenced or have completed since you left school or are currently undertaking, showing the institution, the name of the course or programme, the years you attended, the credential you achieved or hope to achieve e.g. degree/diploma/certificate.

Give details of any subjects you studied that you believe have equipped you with skills relevant to the position you are applying for *NOTE: if you have attended short courses, include them under ENGAGEMENTS (see below).*



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List your employment history in reverse chronology i.e. beginning with your most recent appointment and including any previous employment in the Community Welfare or related sector.

For each job in which you were employed, give the job title, name of employer, dates, a brief description of your functions and responsibilities.

ENGAGEMENTS

Include here any organisations you belong to, boards and committees you may serve on (past and current), short courses and conferences you have attended, community work you have done or are doing.

Focus on those that you believe have given you skills, attributes, networks etc. relevant to the position.

DOCUMENTATION

Confirmation of Aboriginality. Completed Applicant Declaration and Consent (Working with children Check) to be submitted at time of interview, if granted.

CLAIM FOR POSITION

You must meet each of the essential requirements given in the job advertisement. Meeting some or all of the desirable requirements given in the job description may improve your chances. To show you meet the requirements, compose a Claim for Position with the following information:

TITLE/HEADING

CLAIM FOR (TITLE OF POSITION): (ADD YOUR NAME AND FULL CONTACT DETAILS INCLUDING PHONE AND EMAIL ADDRESS)

ESSENTIAL REQUIREMENTS

List each of the essential requirements in the position description and describe how you meet them

DESIREABLE REQUIREMENTS

List each of the desirable requirements in the job advertisement and describe how you meet them

REFEREES

Give the names of no more than three people who can provide information on your employment and work performance relevant to the requirements for the position

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7. THE INTERVIEW AND REFERENCE CHECK

The interview will be conducted by a selection panel of at least three people of whom at least one is male and one female. The panel will include the manager of the position you are applying for, Chief Executive Officer of Bungree Aboriginal Association. An independent (a person not employed by Bungree Aboriginal Association.), and another person who can contribute to the selection process.

Before the interview

The panel will assess your Claim for the Position. If you meet the essential requirements and some or all of the desirable requirements, they will also consider your Resume.

At the interview

The most competitive applicants will be called for an interview where you will not only be asked questions but invited to engage with the panel to discuss:

- Your career, education and engagements (as described in your Resume).
- Your ability to meet the requirements for appointment (as set out in your Claim for the Position) and to perform the job (see the Position Description, above).
- You will be free to tell the panel more about particular areas of your application, to ask questions about the position, and provide the panel with more information to help your application.

After the interview

- The panel will rate the strengths and weaknesses of each applicant and prepare a short list.
- Referees will normally be contacted before a preferred candidate is recommended for appointment, and a Working with Children's check will be conducted. If you have not included names of referees in your claim for Position, you will be contacted to provide.
- You will be advised in writing the result of your application normally within 2 weeks of interviews.
- If your application is unsuccessful, you may wish to contact the convener of the panel to discuss your performance in the interview.

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8. APPOINTMENT AND CONDITIONS

- If your application is successful, a Bungree Aboriginal Association representative will contact you to discuss an offer, however prior to a written letter of offer you must have a cleared Working with Children Check and Police Check.
- All referee checks will be conducted prior to a Letter of Offer as will all mandatory certificates be received and confirmed.

