



EMPLOYMENT PACKAGE
Youth Frontier Program (YFP) Caseworker

BUNGREE ABORIGINAL ASSOCIATION
Children, Youth & Family Services

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1. JOB ADVERTISEMENT



Position Vacant – Identified

Youth Frontier Program (YFP) Caseworker

Overview of position: The Youth Frontier Program is a new program that will support young people aged 10 – 17 years old who are at risk or in contact with the juvenile justice system. The YFP caseworker will engage and support young people with goal setting and case management plans and engage and support Mentors directly supporting the young person.

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

NOTE: Applicants **MUST** obtain an Employment Package, complete all relevant paperwork and address the Essential Criteria.

Employment Package can be obtained by contacting the office or via Bungree's website www.bungree.org.au

Enquires: Suzanne Naden CEO on 0243500100 or email: Suzanne.naden@bungree.org.au

Closing date: Wednesday 13 July 2022 COB 4.30pm

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2. REQUIREMENTS FOR EMPLOYMENT

ESSENTIAL CRITERIA

- Aboriginality
- Relevant Tertiary qualifications – Youth Work, Community Services or similar
- Demonstrated understanding of applying a youth-centred, strengths-based and trauma informed practice working with clients with complex needs
- Understanding the needs of and a demonstrated capacity to work with young people
- Experience or understanding of early intervention and prevention youth models
- Ability to be flexible, responsive with an ability to adapt delivery models to respond to the needs of young people from disadvantaged backgrounds and address barriers to accessing services and support
- 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
- Demonstrated competence in community liaison and community capability building; working with a range of appropriate professionals in youth related services
- Ability to deliver programs against funding body project objectives

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MANDATORY

- Flu Shot – Bungree is a mandatory flu shot workplace (if for medical reasons you cannot get the flu shot please provide evidence)
- Covid-19 Vaccination - Bungree is a mandatory Covid-19 vaccination workplace (if for medical reasons you cannot get the Covid-19 vaccination please provide evidence)
- National Police Check
- Working with Children's Check
- Drivers Licence
- Qualifications and Training Certificates

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3. ABOUT BUNGREE YOUTH FRONTIER PROGRAM

The Youth Frontier Program (YFP) is funded by the NSW Department of Communities and Justice (DCJ), Bungree's Youth Frontier Program provides a mentoring service for Aboriginal young people aged 10 to 17 years who are at risk or in the juvenile justice system.

The program aims to engage young people's strengths by building skills and experience, addressing barriers to participation, reducing contact with the justice system and improving life outcomes through mentoring support, positive learning and social engagement activities.

As well as individual mentoring services, Bungree's YFP also conducts a Resilience Program in schools and in the community with yearly cultural camps for participants of both the Mentoring and Resilience Programs.

Bungree supports the participant to sustain their tenancy, work in partnership with the community, primary health care providers including General Practitioners (GPs), community health services and other local organisations to provide high quality, person-centred, equitable and accessible support for people in the program.

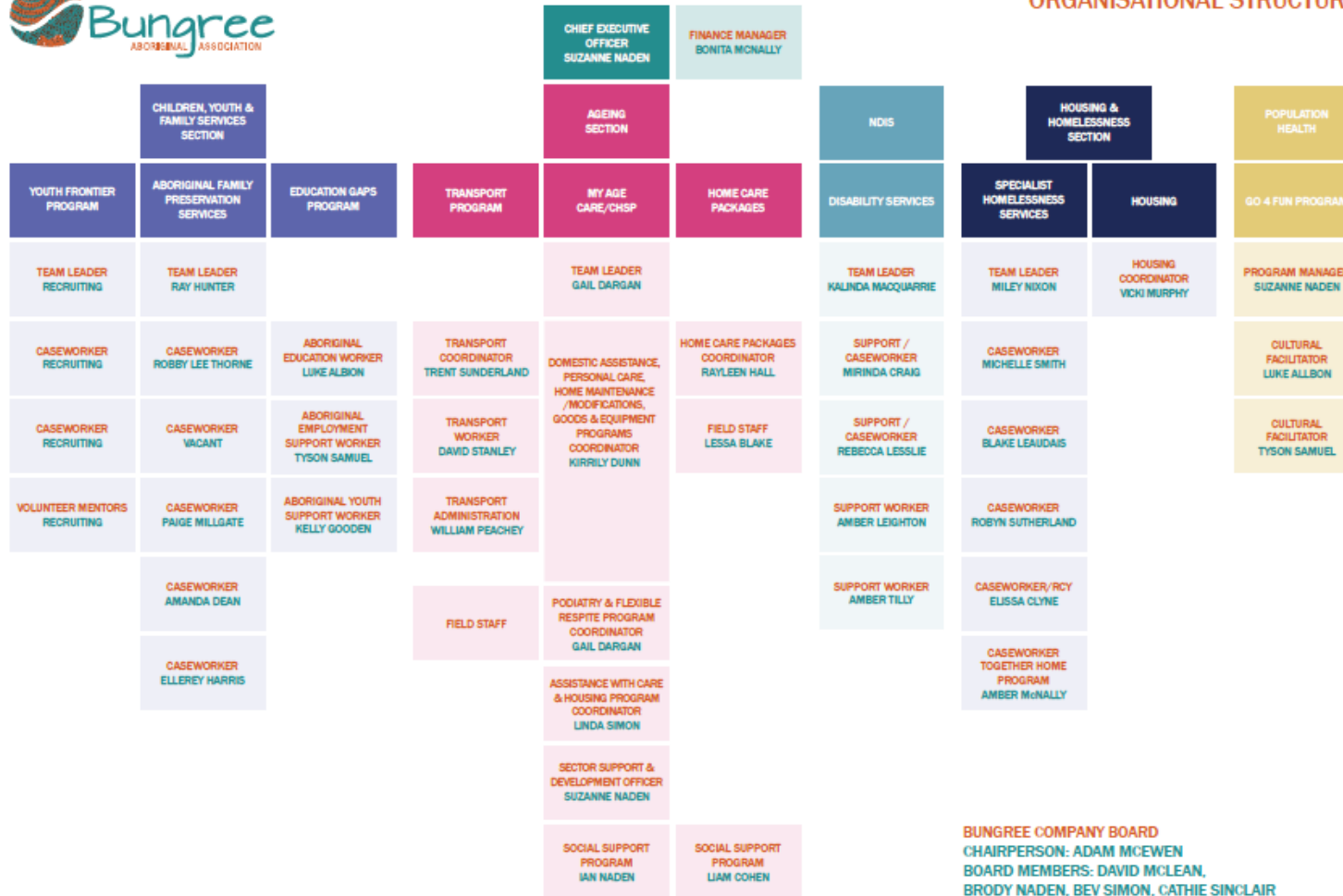
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4. BUNGREE ABORIGINAL ASSOCIATION ORGANISATION CHART



ORGANISATIONAL STRUCTURE



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5. POSITION DESCRIPTION

POSITION TITLE: Youth Frontier Caseworker	
POSITION DESCRIPTION	
Team:	Youth Frontier Program
Section	Children, Youth & Family Services
Direct Reports:	Nil
Reports to:	Team Leader – Youth Frontier Program (YFP)
<u>Position Summary:</u> <p>The Youth Frontier Case Worker is responsible for managing the delivery of the program's objectives, facilitate the work of the case workers and mentors and ensure compliance with DCJ contractual requirements as detailed in the Young Frontiers program specifications. <u>The case management role</u> is a core program component and is important to providing integrated and coordinated services tailored to address parental vulnerabilities and keep children and young person's safe in their home. Case Management is undertaken in an ethical, collaborative, transparent, respectful and culturally responsive manner and always prioritises the child and young person's safety, welfare and wellbeing. The case management role is aligned with Bungree policy and guidelines, it also must:</p> <ul style="list-style-type: none">• Apply a child-focused and strengths-based approach to practice.• Build relationships and work collaboratively with families, children and young people, other services and professionals.• Ensure services and supports provided to families are tailored and do not duplicate other universal and/or specialist services the family may access.• Have the appropriate tertiary qualifications, experience, skills and current evidence-based practice knowledge to perform their role.• Hold a Working with Children check (WWCC) clearance or have a current application.• Hold a current National Police Criminal record check clearance.• Respect the privacy of children, young people and their families.• Access/consult with a dedicated Aboriginal identified position.	

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- Build their cultural capacity and capability.
- Participate in professional supervision.

The position will work within funding and legislative guidelines and services will be delivered in accordance with the *Children and Young Persons (Care and Protection) Act 1998* and *the Community Welfare Act 1987* and associated regulation. This requires DCJ and the wider community to work with families and the wider community to minimise the risk of significant (ROSH) harm to children and young people.

The position will work closely with the Team Leader making decisions regarding the utilisation, management and evaluation of resources in those areas for which the position is responsible.

Key Performance Indicators

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

Primary Purpose	Capability Requirements	Activities, specific job skills and performance indicators
Sector and Bungree purpose and values	<ul style="list-style-type: none"> • A youth-centred and youth development approach. • Significant knowledge of the role, vision, mission and values of Bungree and the support and services provided. • Understands and can demonstrate sector direction and the organisation strategic plan. • Understand the strategic direction under which Bungree operates. • Working knowledge of Bungree infrastructure. 	<ul style="list-style-type: none"> • Develops an approach to have a supportive working relationship with each person supported. • Gains the confidence, trust and respect of each person supported. • Recognises the importance of dignity and the rights of each person they support. • Provides support in line with the organisation's mission and values. • Implement the Bungree policies and procedures relevant to the delivery of A services and care. • Behaves consistently in line with Bungree values, policy and procedures. • Understands and applies knowledge of the DCJ framework and service standards, timings and relevant organisational requirements to delivering services to the team.

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		<ul style="list-style-type: none"> Promotes a strength-based approach to achieving the plan goals of each person in the team.
Case Management	<ul style="list-style-type: none"> The ability to adhere to and follow the YOUTH FRONTIER guidelines, Bungree policy, procedure and practices on a daily and case by case basis. Ensure the ongoing monitoring and review of impact service support and assistance to decrease potential risk. Maintain regular communication with families, clients, stakeholders, guardians and advocates. Basic negotiation techniques as required. Ensures, quality of service, effective communication, confidentiality, diversity awareness, provision of information. The ability to manage difficult conversations and situations and the ability to inform and involve senior staff as required. The ability to change your approach and working practices as required. The ability to continuously manage and identify low, medium and risk conditions. A mix of services may be required by providing case management for the child and a program for the carer/parent/s. The case worker will monitor the family needs and provide step up or step down supports as required. 	<ul style="list-style-type: none"> Ensure compliance with the DCJ Youth Frontiers Program Specifications. Ensure data integrity through ongoing training and audits of Community Data Solutions (CDS) and Data Exchange (DEX). Establish relationships in service delivery amongst agencies in the area including specific mainstream services (i.e. Health, Centrelink, education, family support, youth service etc., 'First to Know' agencies (i.e. the police, schools, hospitals/key health services, government department offices and specific agencies who are key to the issue of youth homelessness in this area (i.e. Juvenile Justice, OOHC service, Aboriginal and CALD support agencies). Establish and maintain collaborative co-case management partnerships with appropriate SHS and mainstream youth services to achieve quality outcomes for young people and their families. Promote the service to the community and educate the community about at-risk young people. Ensure that appropriate records and data on services is maintained and that regular evaluations of Participant needs, and service delivery occur. Works equitably with Participants with respect to each individual right to dignity, privacy, independence and respect. Develop trusting, positive and professional relationships with Participants and service providers. Complaints are addressed according to the Bungree policy. Provides information to Participants and advocates, when necessary, to facilitate access to community services and facilities. Manage individual case reporting.

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		<ul style="list-style-type: none"> • Consistently monitoring and assessing risks, performance and outcomes and applying the YOUTH FRONTIER guidelines, Bungree process and policy appropriately.
<p>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. 	<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.

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	<ul style="list-style-type: none"> • Ensure all Bungree policies and procedures, are being followed effectively and appropriately 	
Community Engagement and Education	<ul style="list-style-type: none"> • Knowledge of appropriate local community activities and utilises local networks. • Displays a positive image of the organisation in the community. • Provide recommendations to build community engagement and capacity. • Participate in developing wider networks with agencies, volunteer groups and community organisations. • Develop flexible communication skills to adapt to varying situations and audience. 	<ul style="list-style-type: none"> • Staff volunteer (when available) for activities that benefit Bungree. • Liaise with carers, families and significant others involved in providing care, including specialist generic agencies and other mainstream service providers. • Collaborate across Bungree with colleagues and with staff in other organisations. • Use networking opportunities and connections to achieve goals in case plans. • Appropriate behaviour towards staff, Participants and families aligned to Bungree values.
Administration, reporting and documentation	<ul style="list-style-type: none"> • Ensures adherence to reporting, documentation and business administration requirements. • Ensures procedures are adhered to and appropriate documentation maintained. • Ability to make suggestions on improvements to reporting and administration systems and procedures. • Maintain strict confidentiality with all information pertaining to the client, their families, Bungree and any other information privy to the employee. 	<ul style="list-style-type: none"> • Liaises regularly with the Team Leader. • Completes statutory reporting. • Carries out administration tasks, including entering accurate case notes in a timely manner and maintain files and statistics as directed. • Secure all personal information (as per Bungree policy and procedures). • Maintain client files in a professional and organised manner. • Comprehensively document all information of contact with the client, family and key stakeholders. • Completes regular progress reports within required timeframes. • Undertakes other duties and functions as directed, commensurate with current level of skills and classification. • Effectively uses technology in line with organisations requirements. • Complies with work practices to meet current organisation requirements and adjusts to team processes to include new practice or requirements.

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Systems	<ul style="list-style-type: none"> • Have a strong technical ability. • The ability to follow and apply mandatory obligations of reporting. • Have a WHS knowledge of requirements, policy and procedure. 	<ul style="list-style-type: none"> • Adhere to policy confidentiality, security, and mandatory training. • Ensure that all reports of suspected child abuse or neglect is immediately reported to the Team Leader as per the <i>Children and Young Persons (Care and Protection) Act 1998 (the Care Act)</i> and in line with Bungree's policies. • Complete all contractual data and reporting. • Premises, equipment and vehicles are maintained in a safe condition. • Be responsible for WH&S, to be alert to and report WH&S hazards in a timely manner as required and directed in Bungree policies.
Organisational Responsibilities, Teamwork and Development	<ul style="list-style-type: none"> • Be consultative and can discuss and raise issues and or concerns to benefit and contribute to a harmonious working environment. • Have a clear understanding of Bungree mission and values and the ability to refer to them as required. 	<ul style="list-style-type: none"> • Actively contribute to a positive and effective team environment through open and inclusive planning, continuous information sharing and transparent work processes. • Works collaboratively with other Workers. • Assists with problem solving and addressing any emergent issues. • Able to resolve conflict when required in the team or with clients following the relevant policy, procedure and guidelines and observing the Bungree values with appropriate communication style. • Actively participates and engages in team meetings. • Identifies any communication or workflow issues and makes suggestions for improvement. • Work health & safety accountabilities – identification of hazards, risk mitigation and consultation are encouraged. • Responsible for compliance with documented system procedures, polices and/or other internal guidelines. • Perform other duties as directed by Management that fall within the scope of the position, knowledge and skills, as required from time to time.

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Personal Accountability and Risk Management	<ul style="list-style-type: none"> • Understand the intent and framework of relevant compliance legislation, quality standards, policies and procedures. • Address and minimise or maintain risk to Bungree as an organisation. • Contribute to health and safety well-being. • Comply with Bungree internal policies and procedures. 	<ul style="list-style-type: none"> • Compliance with Bungree values, code of conduct, policies and procedures and relevant Government legislation and standards where relevant. • Work collaboratively with Bungree employees and external stakeholders in accordance with Bungree values and professional standards of behaviour. • Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace. • Take reasonable care for your own health and safety. • Promote a positive safety culture by contributing to health and safety consultation and communication. • Promptly respond to and report health and safety hazards, incidents and near misses. • Attend mandatory training sessions as required.
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Inherent Physical Requirements of the Position			
Required Activities	Frequency Required		
	Often	Sometimes	Rarely
Bending	✓		
Computer Based Tasks	✓		
Driving	✓		
Sitting	✓		
Kneeling		✓	
Walking	✓		
Standing	✓		

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6. 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 provide 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 Check's will be carried out.

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7. HOW TO APPLY

- To apply for the position, send your Resume and Claim for the Position by email, post or in person to CEO 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).*

EMPLOYMENT

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.

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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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8. 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 convenor of the panel to discuss your performance in the interview.

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9. APPOINTMENT AND CONDITIONS

- If your application is successful, a Bungree Aboriginal Association representative will contact you.
- The successful applicant will have to undertake both a Working With Children Check and National Police Check prior to being formally offered the position.