



<b>Position</b>	<b>Youth Worker</b>
<b>Reports to</b>	Area Manager, Victoria
<b>Role details</b>	Full time Fixed Term 12 months SCHADS 4.1
<b>Location</b>	Western metropolitan region of Melbourne (Whitelion office based in Hoppers Crossing)
<b>Direct reports</b>	None
<b>Date</b>	13 September 2020
<b>Approved</b>	Director of Operations

**POSITION PURPOSE**

Young people at risk have been disproportionately impacted by COVID-19 with massive disruptions to education, a youth unemployment crisis, and the impact of lockdowns on social connection, access to support services and mental health.

The Victorian Government's *Working for Victoria initiative* has created the opportunity for Whitelion and seven youth organisations, led by Youth Affairs Council Victoria, to form a Critical Youth Services Coalition.

The Critical Youth Services Coalition will employ a time limited workforce to provide youth work services to young people at risk, who have been impacted by COVID-19. These roles will address the increased need for youth services because of the COVID-19 crisis.

**ROLE DETAILS**

Providing support to young people in Melbourne's western metropolitan region, this role is based at Whitelion's office in Hoppers Crossing. Flexible working arrangements are available in consultation with your manager, and on days when you are not required to meet young people in the community.

Working directly with young people at risk, as well as recruiting and supporting volunteers, this role will help young people positively connect to their community and achieve goals around education, training, and employment.

Whitelion uses participatory youth practice to empower young people impacted by homelessness, the justice system, the out of home care system, and other complex and co-occurring challenges so they can achieve positive connection and pathways to work.

## HOW TO APPLY

All Working for Victoria roles are recruited via Sidekicker. Please note these steps:

1	You must register on Sidekicker and answer the eligibility questions.
2	Based on your answers to the eligibility questions, Whitelion will assess your suitability for the role. You do not need to complete a key Selection Criteria statement or cover letter at this stage.
3	If you are suitable Whitelion will email you and ask you to complete a brief application process to explain your interest in youth work and relevant experience.  PLEASE NOTE: This email may end up in your junk folder – keep an eye out!
4	Whitelion will review your application.
5	If you are shortlisted, we will invite you for an interview.
6	The typical interview, reference and screening check processes will then apply.
<b>General conditions of employment</b>	
<p>The successful candidate must achieve a satisfactory Police Check and Working with Children Check prior to an offer of employment being accepted.</p> <p>The hours of work for 1 EFT positions are 38 hours per week.</p> <p>The relevant Award is the Social, Community, Home Care &amp; Disability Services Award.</p> <p>Pre-employment checks may include a requirement for proof of identity, evidence and currency of qualifications, driver's licence, and other relevant personal documentation.</p> <p>Referee checks on at least two independent referees are mandatory and will be conducted prior to an offer of employment being made.</p> <p>The position is a fixed term contract for 12 months only.</p>	

## ROLE DESCRIPTION

Key result areas	Performance measures
Maintain workplace health, safety and individual wellbeing	<ul style="list-style-type: none"> <li>Take reasonable care for your own health and safety</li> <li>Take reasonable care for the health and safety of others</li> <li>Report any matters that may be a risk to the health and safety of yourself or others</li> <li>Comply with any reasonable instructions, policies and procedure given to you by Whitelion including the Code of Conduct</li> <li>Contribute to a child safe culture</li> </ul>
Positively engage and support young people at risk to achieve identified goals	<ul style="list-style-type: none"> <li>Engage young people voluntarily with the program</li> <li>Prepare support plans, identifying goals around education, training and employment, and identifying challenges or barriers to achieving these goals</li> </ul>

	<ul style="list-style-type: none"> <li>• Match the young person with a volunteer mentor to help them achieve the identified goals</li> <li>• Support the mentoring relationship and the young person to achieve their identified goals</li> </ul>
Recruit, screen, and support volunteer mentors to assist the young person to achieve their goals	<ul style="list-style-type: none"> <li>• Use Whitelion’s established mentoring recruitment and selection procedures to engage mentors with the program</li> <li>• Support mentors to learn skills to support young people</li> <li>• Follow Whitelion processes to match mentors with young people and support them to form a safe and positive relationship that will help the young person achieve their pathways to work goals, as well as positively connecting them to their community</li> </ul>
Always ensure quality practice	<ul style="list-style-type: none"> <li>• Adhere to policies, procedures and practices including immediately reporting any safety concerns to your supervisor</li> <li>• Maintain accurate client records and fulfill organisational reporting requirements</li> <li>• Comply with legislative requirements and work within organisational policies, procedures and practice frameworks</li> <li>• Work cooperatively with colleagues and at the direction of senior workers and supervisors</li> </ul>
<b>Skills and capabilities</b>	<b>Technical skills</b>
<ul style="list-style-type: none"> <li>• At least 12-18 months experience in a youth work role, or similar</li> <li>• Youth Work or Social Work qualification highly regarded</li> <li>• Psychology, criminology, drug and alcohol, mental health, or community development qualification will also be considered</li> <li>• Understand the issues faced by youth at risk who have experienced homelessness, the justice system, the out of home care system, and other complex and co-occurring challenges</li> <li>• Ability to develop respectful, positive relationships with young people while maintaining clear boundaries</li> <li>• Understand youth case work principles and how to promote client choice and control</li> <li>• Good customer service skills including the ability to build rapport with people from diverse backgrounds</li> <li>• Good interpersonal skills and accurate record writing</li> <li>• Have the judgement of people and situations to minimise the risk of triggering concerning behaviours and be able to respond safely to situations where there are heightened emotions.</li> </ul>	
<b>Skills and capabilities</b>	<b>Behavioural capabilities</b>
<p><b>Working together</b>  You see young people as a partner in planning and achieving their goals, and the relationships and systems young people exist in as something you must consider in your work. You are open to</p>	

working closely with your teammates to help each other achieve outcomes for young people, and to support each other's safety and wellbeing.

**Turn up, do your best**

You bring positivity, focus and energy to your work and get inspired by achieving quality outcomes in all parts of your role. You are resilient and see setbacks as opportunities for growth and development.

**Deliver on commitments**

You do what you say you are going to do. You can work independently, prioritise and manage multiple tasks and know how to speak up if you need help with delivering to agreed deadlines.

**You want everyone to belong**

You work hard to educate yourself on what it takes to create a truly inclusive culture, and you value the experiences and alternative views of those around you. You believe that diversity leads to success.

**ABOUT WHITELION**

**ACKNOWLEDGMENT OF COUNTRY**

Whitelion acknowledges the Traditional Owners and Custodians of the land on which it is situated, and we pay respect to their Elders past, present and emerging. We acknowledge and respect the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander Peoples across the nation.

**STATEMENT OF INCLUSION**

We are passionate about creating a workplace that promotes and values diversity. We are therefore committed to providing a safe environment for all people, regardless of their age, culture, ability, gender, language, racial origin, religious belief and/ or sexual identity.

**THE CHANGE WE NEED TO MAKE (Vision)**

A world where no young person is left behind. Where all young people have the right to equitable opportunities to reach their potential.

**WHY WE EXIST (Purpose)**

To build positive connections and pathways to work for young people at risk.

**WHO WE ARE HERE TO SERVE (Young People at Risk)**

- Highly vulnerable, high risk
- Impacted by the justice system, out of home care, homelessness, complex and chronic disadvantage

**WHAT MAKES US DIFFERENT (Service Blueprint)**

- Invites young people, staff, volunteers and supporters to create positive movement forward and impel each individual towards positive connections and pathways to work
- Four outcome areas help to achieve this: safe & stable; learning & supportive networks; skills & growth; connection & independence
- Success depends on the voice and lived experience of highly vulnerable, high risk young people; systems around them; and the Whitelion community

## **VALUES AND BEHAVIOURS**

- We work together (Collaboration)
- We turn up and do our best (Committed)
- We deliver on commitments (Accountable)
- We want everyone to belong (Inclusive)

## **STRATEGIC PRIORITIES**

### **People**

Our staff and volunteers are engaged and enabled to be their best in an inclusive and high performing environment.

### **Programs**

Highly vulnerable young people experience improved connections and pathways to work.

### **Supporters**

Our supporters and partners are integral to solutions for achieving impact and sustainability.

### **Sustainability**

Financial sustainability is based on healthy reserves which can be used to reinvest in workforce capabilities, program innovation and systems improvement.

## **Whitelion is a child safe organisation**

Whitelion is committed to preventing any danger to children and young people who engage with our services. We do this by constantly working on creating a safe, empowering and respectful culture. Click [here](#) to read our full **Commitment to Child Safety**: