


POSITION DESCRIPTION

Youth, Engagement and Development Worker

	Position Title	Youth Engagement and Development Worker
	Division	Merriwa Community Services
	Classification	SCHADS Award - Dependant on qualifications
	Employment Status	Casual
<p><i>At Merriwa, our Dream, Purpose and Values guide the way we work together with our clients, customers and each other. By caring about our business and each other we can help more people in our community.</i></p> <p>Our Values</p> <p><i>The Merriwa team has shared values which result in taking PRIDE in our work and our role in supporting our community.</i></p> <ul style="list-style-type: none"> • Prosperity We are successful in the provision of our products and services, and having a positive working environment • Responsibility We treat the Merriwa business like it is our own business • Integrity We are honest and work to high standards • Diversity We understand that every person has different abilities and we welcome, accept and celebrate our differences • Excellence We are committed to being the best we can be, every day, as we serve our clients and our customers 		
<p>Our Dream</p> <p><i>We are part of a future where people of all abilities reach their potential and they feel respected, happy and confident.</i></p> <p>Our Purpose</p> <p><i>We provide an environment which encourages people to reach their potential while delivering quality products and services to our customers and clients.</i></p>		
<p>Position Summary</p>		
<p>The Youth Engagement and Development Worker is required to provide high quality, responsive support to children and young people in out of home care. The position holder actively participates in the child or young person's day to day living and supports their health, wellbeing and development whilst undertaking all administrative requirements and household duties. The role contributes to the creation of an environment that embraces diversity, all abilities, and where children, young people and team members feel respected and have purpose.</p>		
<p>Organisational Relationships</p>		
Reports to:	This role reports to the Team Leader who will provide supervision and review	
Reportees:	N/A	
Key Internal Liaisons:	Team Leader, Child, Youth and Family Manager, Operations Manager, OH&S	
Key Internal Forums:	CYFS Team Meetings, Residential Team Meetings	
<p>OH&S Accountabilities</p>		
<p>Whilst at work and in accordance with the <i>OH&S Act 2004</i>, I acknowledge that I must:</p> <ul style="list-style-type: none"> i) Take reasonable care for my own health and safety; ii) Take reasonable care for the health and safety of persons who may be affected by my acts or omissions at the workplace; and iii) Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare. 		

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Areas of Responsibility

PRIMARY OBJECTIVES

- Ensure an encouraging safe and secure environment for children, young people and staff
- Encourage and support the children, young people to build strong connections within the community, and maintain contact with family, friends and other networks.
- Encourage and model positive behaviours and skills required to successfully transition to independent living.
- Support the young person to achieve their potential and the desired outcomes of their individual plans and/or aspirations.
- Empower the children and young people to have a voice and actively listen and respond to their views.

SPECIFIC RESPONSIBILITIES

Direct Service Delivery

- To participate in the day to day operation of the house including performing and involving the children and young people in all household duties as age appropriate.
- Ensure that the children and young people are provided with a nutritionally balanced diet.
- Encourage, provide and participate in appropriate recreational activities for and with the children and young people.
- Support the children and young people to maintain important links with their family of origin, friendship networks and the local community.
- To provide a high standard of emotional and physical care to the children and young people living in the house, ensuring their safety and wellbeing.
- Have input to the development and implementation of the individual's behaviour support plans, LAC, crisis management plans and house plans.
- To actively support the children and young people's integration into schools, employment or appropriate day programs or therapeutic programs that will meet their individual needs.
- To provide the children and young people with access to regular recreational and leisure activities.
- To liaise with counsellors, health workers, drug and alcohol agencies and other professional involved in the people's lives, as required.
- To provide the children and young people with quality feedback in relation to their progress achievement and behaviour.

Administration

- To record accurately and appropriately all information and activities regarding the children and young people in their files.
- Maintain accurate records such as communication book, diary, handover sheets, daily updates, etc, ensuring all relevant information is recorded.
- To record all financial information accurately and maintain receipts.
- To notify the appropriate personnel (Team Leader/Manager/on call staff member,) of incidents as they occur and complete reports as required.
- To ensure that a detailed handover is given to the incoming worker(s).

Other

- To undertake other duties commensurate with the post.

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Expectations

- Conduct oneself in accordance with the Merriwa Code of Conduct which is underpinned by the values of prosperity, responsibility, integrity, diversity and excellence within the principles of continuous improvement and health and safety.
- Maintain professionalism at all times and respect the confidentiality of the people, co-workers and the organisation.
- Report any breaches of the Merriwa policies and procedures to your immediate supervisor.

Key Selection Criteria: Knowledge, Skills and Abilities required to fulfill the role

- Excellent written and oral communication skills with the capacity to advocate, engage and negotiate with relevant stakeholders, including school/educational networks and family where appropriate.
- Able to play a key role as a member of the child or young person's care team.
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies.
- The ability to work collaboratively and effectively in a team to accomplish goals.
- Demonstrated capacity engaging children and young people and the ability to not only work with displays of emotional and behavioural dysregulation but to be able to understand the underlying causes.
- Ability to exhibit empathy for children and young people in our care in an open minded and non-judgemental manner.
- Demonstrated understanding or willingness to learn appropriate legislation, policy and issues relating to children and young people involved with Children Protection and Youth Justice and Disability Services.
- Highly developed capacity for emotional self-regulation including the capacity to set and maintain consistent boundaries to provide safety, stability and consistency.
- The ability to contribute to creation of work environment that embraces diversity, all abilities employees, and where team members feel respected and have purpose.

Qualifications and other requirements

Essential

- A recognised and relevant qualification in residential care e.g. Certificate IV in Child, Youth and Family Intervention, Disability or equivalent (it is a mandatory requirement that all staff without a relevant qualification undertake and complete this qualification within 12 months of employment).
- Completion of or willingness to complete mandatory units of competency, which covers trauma, working in residential care and managing behaviour (it is a mandatory requirement that all staff without the mandatory units of competency commence this qualification within 12 months of employment).
- A valid Working with Children's Check.
- Current driver's licence.
- Prepared to undergo a Criminal Records Check prior to commencement.
- Undertake Disqualified Carers Check.
- Undertake Disability, Worker Exclusion Scheme (DWES) Check.

Desirable

- Experience in the provision of care and support to young people in "out of home care".
- Experience in supporting people in achieving their goals and developing daily living skills.

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Declaration of Current and Ongoing Capacity

I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position as described both in writing in this document, along with any verbal explanations in terms of:

- a) The knowledge, skills and attitudes required; and
- b) My physical and psychological capacity to undertake this work.

I understand and accept that I must also comply with Merriwa policies and procedures.

Additionally, I agree to notify Merriwa of any change in my capacity to meet the requirements as outlined in this Position Description, including any changes in the status of my drivers licence and/or my ability to meet legislative requirements such as the Working with Children check and police check

Accepted By:

Name: _____ **Signed:** _____ **Dated:** _____
**Youth Engagement and
Development Worker**

Approved By:

Name: _____ **Signed:** _____ **Dated:** _____
**Manager Merriwa
Community Services**