

POSITION DESCRIPTION

Youth Worker – Cook and Phillip

DIVISION or PROGRAM:	Families	AWARD AND LEVEL (if applicable):	SCHCDS Level 3 or 4 (depending on exp)
DATE OF APPROVAL:	February 2020	APPROVED BY (Position Title):	Executive Manager

PURPOSE OF THE POSITION

The Cook and Phillip Youth Worker will assist with the delivery of youth programs at Cook and Phillip. This may include assisting with the planning and facilitation of education, employment and life skills programs and community development activities and events. In delivering these activities, the worker will take into consideration systemic and personal barriers experienced by young people, as well as the unique skills, abilities and aspirations of the young people themselves.

The Cook and Phillip Youth Worker will also play an active role in relevant Networks and Interagency and assist with the promotion and development of referral pathways and partnerships.

The worker will support the Coordinator to plan and implement the program services, as well as participate in any required team meetings, admin tasks and associated duties. The worker will uphold a commitment to empower, promote and model positive person centre engagement and client self-determination.

The Youth Worker will also assist with other aspects of the Cook and Phillip program including networking, fund raising and additional projects as required.

KEY ACCOUNTABILITIES

- Perform the duties of the role in accordance with CatholicCare's Mission, Vision and Guiding Principles
- Provide direct service delivery including assisting in intake and assessment, delivering group and individual programs and related client support
- Liaise with caseworkers and other relevant client support workers in the course of providing services
- Network with relevant services and stakeholders such as NGOs and FaCS, health and local council
- Promote services and identify potential partnerships to expand client base
- Participate in the planning, facilitation and evaluation of community development programs and events
- Assist with the coordination and booking of program resources and site resources including basketball courts, meeting rooms and ordering supplies
- Complete all documentation and administrative tasks required by the program
- Contribute to data collection and research to meet reporting requirements and to support the expansion of program revenue streams
- Maintain a thorough and up to date understanding of relevant legislation, such as Child Protection, WHS and Privacy legislation
- Other duties as directed

KEY COMMUNICATIONS

This role works closely with:

- Young People
- Woolloomooloo community
- Cook and Phillip Coordinator
- Partners such as Woolloomooloo PCYC, City of Sydney and Woolloomooloo Working Group
- Funders, including Tenix Foundation and City of Sydney
- Broader Team including Families Division and other CatholicCare programs

KNOWLEDGE, SKILLS, QUALIFICATIONS AND EXPERIENCE (Selection Criteria)

1.	Ability to undertake the duties of the role in accordance with CatholicCare's Mission, Vision and Values
2.	University Qualifications in Social Work/Psychology/Social Welfare/Education or Diploma of Community Services (Youth Work)
3.	Awareness and understanding of trauma informed practice
4.	Experience working with vulnerable young people
5.	Knowledge of youth social issues, including barriers and youth engagement strategies
6.	Experience facilitating community development activities including workshops and events
7.	Ability to effectively engage, communicate and collaborate with young people and a range of stakeholders and referrers internally and externally
8.	Demonstrated experience in working with culturally and linguistically diverse communities and with Aboriginal and Torres Strait Islander communities
9.	A valid Working with Children Check verification

* CatholicCare reserves the right to vary this position description in response to its changing needs.