

POSITION DESCRIPTION

Position Title	(Drop-In Centre) Youth Worker
Program	Dungeon Youth Service
Employment Status	Casual
Tenure	Fixed Term
Classification	SCHADS 2
Position reports to	Practice Support Coordinator
Location	Western Australia

Kids First is a child, youth and family services provider and early years education specialist. We have proudly been at the heart of community care in Victoria since 1896.

Our proud history is matched with a progressive mindset as we continually deliver Australian-first and sector leading programs designed to strengthen family relationships, support healing and recovery from trauma and set children and young people up for brighter futures.

We nurture an inclusive and rewarding culture that attracts and retains talented people, bound to a common purpose. Built on our legacy of more than 125 years of community service, we actively support our people to make a significant difference to the lives of children, young people and families. Every. Single. Day

Kids First is a child safe organisation and is committed to maintaining a child safe environment for children and young people who access our services.

As an Equal Opportunity employer, we respect and value diversity and inclusion. We welcome everyone to apply, regardless of age, ethnicity, cultural background, gender, sexual orientation, religious affiliation, and physical ability. Reasonable adjustments will be made for people with disabilities where operationally viable.

Our Vision

Every day we will work together to improve the life trajectories of children and young people and maximise positive outcomes for them and their families.

Our Values

Our HEART values encapsulate the way we work together and partner with children and families to bring positive and sustainable outcomes.



Hope
We believe that change is possible and achievable



Empowerment
We build on people's strengths and support their ability to make positive changes in their lives



Accountability
We are open and transparent in everything we do



Respect
We value all people



Trust
We act in an ethical, inclusive, professional and open manner

Position Purpose

The primary purpose of the (Drop-In Centre) Youth Worker position is to be an influential member of our WA service which is delivered out of the organisation's purpose-built youth facility. Under the support and guidance of our Youth Work Case Managers and Practice Support Coordinator, you will assist in the provision of a range of support services including holiday programs and outreach for at risk and vulnerable young people.

Organisational Relationships

Supervisor	Practice Support Coordinator
Direct Reports	N/A
Internal Relationships	<ul style="list-style-type: none">• Executive Team• All staff
External Relationships	<ul style="list-style-type: none">• Key Stakeholders including, government, corporate, community and fundraising/ philanthropic stakeholders• Young people and their families/support networks• Professional networks

Key Responsibilities

- Actively engage with young people during Drop-In sessions and provide support services including outreach and supported referral for young people under the support and guidance of Youth Work Case Managers.
- Provide information and advice to carers and families who attend the Drop-In centre.
- Participate in networking events and liaise with other service providers as required ensuring the organisation is always represented in a professional manner.
- Plan, prepare and book holiday program activities for Young People.
- Set up for the delivery of services at the drop-in centre ensuring adequate preparation to ensure a safe, professional, and inclusive environment.
- Effectively supervise young people at the Drop-In centre, resolve conflict and report any concerns or issues to the manager.
- Assist in the facilitation of session workshops as requested by the manager or Youth Work Case Managers.
- Keep accurate records of young people attending the Drop-In centre and updating the database systems with accurate statistics and demographics.
- Comply with all reasonable Health and Safety guidelines, policies, and directions.

Quality and Risk Management

OHS

- All Kids First employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety in the workplace.

Capability Framework – Key Selection Criteria

Formal Qualifications	<ul style="list-style-type: none"> • Relevant qualification in Youth Work or related discipline is desirable.
Skills & Experience	<ul style="list-style-type: none"> • Good Microsoft Office skills (Word, Excel, PowerPoint and Outlook) • Experience in administration and planning activities, workshops and the logistics required. • Excellent verbal communication skills and experience representing an organisations community services, values, and strategy professionally and confidently. • A good understanding of the social issues impacting young people and how trauma and/or disconnection • contributes to poor life outcomes. • Ability to work within and knowledge of the guidelines of the Youth Work Code of Ethics for Western Australia • A strong ability to engage effectively with young people, identify their risk factors and recommend appropriate support services to access. • A strong ability to recognize and effectively de-escalate conflict. • Good comprehension and ability to navigate database systems and enter data.
Other Selection Criteria	<ul style="list-style-type: none"> • Current Working with Children Card linked to Kids First Australia • Willingness to undertake a Police Check upon employment and every 3 years thereafter • A good understanding of or willingness to learn about Aboriginal culture, values and protocols and a demonstrated capacity to work in a culturally informed and respectful manner.

Inherent Physical and Psychological Demands

Activity	Frequency – Daily Regular Occasional
Standing, sitting	Daily
Walking, climbing stairs, bending	Daily
Computer based activities	Daily
Following instruction/taking directions	Regular
Interact with clients who may display physically or verbally challenging behaviour	Occasional
Dealing with confrontation	Occasional