

## 1. Position Identification

Title:	Youth Accommodation Worker
Location:	Indigo Junction Youth Service
Level:	CASH Award
Hours of Work	As per roster
Date effective:	

## 2. Reporting Relationships

Responsible To (immediate Supervisor)	Youth Service Manager
Number of Staff Positions (directly supervised)	Nil
Number of Staff Positions (indirectly supervised)	Nil

## 3. Organisational Values

All employees are expected to work to the vision, mission and values of Indigo Junction.

### Vision

Everyone has the right to a safe place to live and grow. Homelessness is not OK!

### Mission

Indigo Junction will:

- Provide safe, secure and affordable housing
- Promote independence, education and personal development
- Build capacity for social and economic participation.

### Values

Dedicated    Accepting    Creative    Informed

#### 4. The key objectives of this position are:

- To provide supported crisis and transitional accommodation and related support services for young people who have experienced a crisis resulting in homelessness.
- To ensure clients are safe, supported and increase their knowledge and confidence to reduce the likelihood of future crises.
- To support young people towards more independent living by empowering them with life skills. Assist in restoring family relationships where possible.
- To ensure client outcomes are optimised through the services participation in local coordinated interagency responses.

#### 5. The key duties and responsibilities of this position are:

##### Organisational

- Operate in accordance with the organisation's policies and procedures.
- Operate in accordance with CPFS Service Standards and funding contract requirements.
- Report to senior staff on the day to day operation of the Youth House.
- Work within the Indigo Junction case management model, reporting to the Youth Service Manager.
- Abide by the staff code of conduct.
- Supply reports to the program manager pertaining to any reportable incidents.
- Participate in organisational and youth specific training opportunities.
- Maintain good records and support program evaluation, reporting and audit processes as required.
- Other duties as directed by senior staff.

##### Client Services

- Work within IJ's Trauma Informed Care framework (training and education provided for new staff).
- Provide one-on-one casework services to assist clients under the direction of the Youth Service Manager.
- Provide support to Youth external houses.
- Provide informal counselling/emotional support to clients.
- Provide client living skills and recreation programs.
- Provide information, advocacy and referral services for clients, and provide practical support for them to access those services.

- Provide outreach and support young people to connect to various activities or appointments that are important to their development.
- Provide support to young people in attending to their hygiene, health and nutrition.

### Household Operation

- Ensure that the household is a safe, non-threatening environment.
- Ensure day to day household operations procedures are followed.

## 6. Selection Criteria -

The skills, experience, qualifications and attributes needed to do this job

<i>a) Qualifications and/or training and/or licences</i>	<i>Essential</i>	<i>Desirable</i>
Tertiary qualification or equivalent experience in the Human Services field.	✓	

<i>b) Experience and knowledge</i>	<i>Essential</i>	<i>Desirable</i>
Sound understanding of the principles of Trauma Informed Care.	✓	
Experience and demonstrated competence in working with young people in crisis.	✓	
A commitment to the notion of empowerment and self-determination.	✓	
Understanding of the cultural and social factors of homelessness and other crisis.	✓	
Experience in a case management approach with an understanding of professional boundaries in relation to client work.	✓	
Experience in providing advocacy and referral.	✓	
Knowledge of community and government resources.	✓	
Cultural competency and experience working with young people from diverse backgrounds.	✓	

<i>c) Skills and attributes</i>	<i>Essential</i>	<i>Desirable</i>
Sound interpersonal skills.	✓	

Sound negotiation and advocacy skills.	✓	
Ability to work independently and as a team member.		
Sound self-management, time management and organisational skills.	✓	
Computing skills in word processing, spreadsheets and data-base.	✓	

<i>d) Training and/or licences and/or clearances</i>	<i>Essential</i>	<i>Desirable</i>
Current 'C' class driver's licence.	✓	
Current National Police Clearance.	✓	
Working with Children Clearance.	✓	
First Aid Certificate (or willingness to obtain one).	✓	

## 7. Certification

As the occupant of the position I have noted the statement of duties and responsibilities as detailed in this document.

**Signature:** \_\_\_\_\_  
**Youth Accommodation Worker**

**Date:** \_\_\_\_\_

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position. This position description is indicative at this point in time.

**Signature:** \_\_\_\_\_  
**Chief Executive Officer**

**Date:** \_\_\_\_\_