

Youth Worker

STATEMENT OF DUTIES

SEPTEMBER 2023

Number	Generic
Portfolio	Keeping Children Safe
Branch	Services for Children and Families
Section/Unit/School	N/A
Supervisor	Practice Manager
Award/Agreement	Health and Human Services (Tasmanian State Service) Award
Classification	General Stream Band 4
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time
Location	Statewide
Check Type	Schedule 1
Check Frequency	Pre-employment

Primary Purpose

Provide operational and outcome focused support to young people who are in the Out of Home Care System in Tasmania.

Level of Responsibility/Direction and Supervision

Within operational guidelines and in accordance with the *Children, Young People and their Families Act 1997*, the occupant of this position is responsible for the provision of support to clients subject to legal orders under this Act. A Practice Manager will provide direction and supervision. Transition to Independence Coordinator - Manager, Adoptions, Permanency and After Care Support will provide practice support in leaving care planning. The occupant will:

- Work collaboratively as part of a larger team and contribute to the improvement of processes in the work area, deal appropriately with challenging behaviours and refer issues to the relevant **supervisor** as required.

- Provide feedback to the Transition to Independence Coordinator and Child Safety Officers, in relation to work undertaken with clients. This includes maintaining client records and preparing reports to assist with Care Team Meetings and reviews as required.
- Conduct their work in a safe manner such that it does not put themselves or others at risk.
- Exercise initiative, judgement and discretion in the performance of duties and maintain strict confidentiality at all times.
- Exercise reasonable care in the use of equipment and in the performance of duties consistent with the workplace safety requirements.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. With support from the Transition to Independence Coordinator, assist and support young people to undertake and engage with tasks to support their transition to adulthood.
2. Develop and maintain positive working relationships with stakeholders including the young person, their family, and professionals that form part of the young persons care team.
3. Undertake client contact and support in conjunction with the young person's Child Safety Officer and the Transition to Independence Program.
4. Input accurate data including client case notes, complete departmental forms and provide detailed written reports. Assist in gathering information for the young person to enable them to complete tasks relating to transitioning to adulthood.

5. Transport young people safely to and from a range of environments including appointments, activities, home and school.
6. Participate in staff development training to improve the quality of service delivery through increased personal skills and competency levels, including attendance at Unit meetings as required.
7. Ensure the safety and wellbeing of vulnerable people you may be working with (including children and young people) and immediately report any concerns, disclosures, allegations or suspicions of harm. Actively participate in and contribute to practices that will ensure the Department for Education, Children and Young People, is a child safe organisation including reporting, record keeping and information sharing obligations.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
9. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated knowledge and practical experience in the review and implementation of programs, case planning and client services.
2. Highly regarded interpersonal skills, with an ability to, support, motivate and engage constructively with young people and act as a positive role model.
3. Ability to set reasonable boundaries for young people, including collaborative safety planning, and managing challenging behaviours to ensure you and others are kept safe .
4. Understanding of adolescent development and the issues impacting on young people, particularly in the out of home care context.
5. Well-developed organisational skills, including coordinating meetings, the ability to manage your own time.
6. Well-developed communication skills as demonstrated by tactful dealings with a diverse client base, families and support service providers together with demonstrated written communication skills, such as the preparation of reports writing and case notes.
7. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Current Driver's Licence
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
 - 1 Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
 - e) serious traffic offences
 - 2 Identification check
 - 3 Disciplinary actions in previous employment check

Desirable

- Diploma in Youth, Community Services or Disability Work

Working within the Department for Education, Children and Young People

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We

recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 973874 – Assistant Director Strategic Recruitment and Payroll Operations – SEPTEMBER 2023

Request:

Date Duties and Selection Criteria Last Reviewed: 09/23 JC
