

## Position Description

<b>POSITION TITLE</b>	Social Engagement and Inclusion Worker	
<b>DIRECTORATE/SERVICE/PROGRAM</b>	Client Services Youth Services	
<b>REPORTS TO</b>	Project Manager The Geelong Project	
<b>DIRECT REPORTS</b>	Nil	
<b>CLASSIFICATION:</b> BCYF Enterprise Agreement 2019 Level 5	<b>EMPLOYMENT TYPE:</b> Part Time Fixed Term	<b>LOCATION:</b> Geelong

### ORGANISATIONAL OVERVIEW

Barwon Child Youth & Family's (BCYF) vision is for 'a community where people are safe, connected and empowered to live well.'

BCYF is an independent, not-for-profit community service organisation that provides, delivers and develops services, where the need exists, that advance the rights and well-being of children, young people and their families.

BCYF has a breadth of services ranging from prevention and early intervention to complex care, which are delivered via a significant client services platform. BCYF is also the parent company of its subsidiary 'BAYSA', a registered housing provider of a range of accommodation and community support programs.

Governed by a Board of Directors and supported by an experienced leadership team, BCYF employs more than 300 staff and is committed to achieving its strategic priorities of service excellence, social impact and organisational sustainability. BCYF is committed to providing a safe and friendly environment for children and young people.

BCYF is an equal opportunity employer and encourage individuals of diverse backgrounds including but not limited to those from Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse communities or applicants with a lived experience of disability to apply. Reasonable adjustments will be made for people with disabilities where operationally viable.

### POSITION PURPOSE

The Social Engagement and Inclusion Program (SEIP) provides regular group work (scheduled) activities based on pro social activity and life skill development for young people, including their families, who are disengaged from their community. SEIP works with young people in both a group setting and individually whilst developing individual case/goal plans towards reengagement to their communities and natural networks.

SEIP forms part of the Learning and Engagement portfolio at BCYF and includes The Geelong Project and the Barwon Navigator program. The Social Engagement and Inclusion Worker will help build on current support networks, pathways, and opportunities for young people who are referred to or supported by BCYF programs. This position ensures the well-being of young people and their families and promotes their connection to re-engage with the education, community, as well as specialist services such as mental health. A key component of this job is to assist young people and their families in their physical, social, emotional, and daily life skill development, which increases their independence, enabling them to participate in the community. The Social Engagement and Inclusion Worker typically works with young people who are disengaging from education settings.

## KEY ACCOUNTABILITIES & DUTIES

<b>Key Accountabilities &amp; Duties</b>	<b>Measurable Outcomes</b>
<p><b>Service Excellence</b></p> <ul style="list-style-type: none"> <li>• Provide a range of interventions including group work, case work and active referral for young people and their families</li> <li>• Develop and deliver scheduled group work activities over the calendar year</li> <li>• Develop effective referral points for services to refer to the program as well as develop supportive exit points that may include referral to specialist services, reengagement with school</li> <li>• Broker group work activities</li> <li>• Effective data recording pre and post groupwork</li> <li>• Working with young people and services develop appropriate group work content</li> <li>• Develop feedback mechanisms to enable continuous improvement to SEIP</li> <li>• Post support follow up – 6 week review</li> <li>• Working with Leadership develop presentations and provide regular updates to the funding body</li> <li>• Support the development of the program including an outcomes framework</li> <li>• Work with identified care teams to elevate or support the intervention of key identified workers</li> <li>• Coordination and capacity building with schools and other providers</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Number of young people and families who have a developed plan with identified goals</i></li> <li>• <i>Number of young people who participate and complete group work (%70 plus)</i></li> <li>• <i>Number of group work sessions facilitated over the course of the funding period (a total of 4 scheduled, 8 week sessions)</i></li> <li>• <i>Number of young people who have a developed plan with identified goals (95%) and exit strategy</i></li> <li>• <i>Supervision and ongoing data recording will show reduction in disengagement and reconnection to school, mental health support and other referral points</i></li> <li>• <i>Number of feedback mechanisms &amp; reviews complete (70% plus)</i></li> <li>• <i>Regularly update skills and knowledge to provide the best service possible</i></li> <li>• <i>Presentation of program to community programs</i></li> </ul>
<p><b>Connections to Community / Working within partnerships</b></p> <ul style="list-style-type: none"> <li>• Proactively manage and maintain positive relationships with organisations and individuals that deliver opportunities for young people.</li> <li>• Establish dynamic and productive relationships with key agencies, community stakeholders and networks to increase the reach of the program and positive outcomes for young people</li> <li>• Participate in a range of internal and external meetings</li> <li>• Mentoring and case reflection with BCYF staff</li> <li>• Mentoring and support to young people engaging in peer support opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Mainstream opportunities provided for young people to increase community connectedness.</li> <li>• Demonstrated participation in the established governance structures that oversee the project</li> <li>• Attendance and participation in external networks that will enhance and strengthen the program objectives.</li> <li>• Promotion of project internally and externally as required</li> <li>• Written reports provided at required intervals to the governance structure</li> </ul>
<p><b>Organisational Accountabilities &amp; Duties</b></p> <ul style="list-style-type: none"> <li>• Other reasonable duties as required</li> <li>• Active involvement in the application of BCYF's quality and risk management frameworks</li> <li>• Comply with the standards of a child safe organisation in both practice and culture</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Demonstrated participation in continuous quality improvement and risk management activities</i></li> <li>• <i>Adherence and implementation of Child Safe Standards.</i></li> <li>• <i>Demonstrated participation in professional development activities.</i></li> </ul>

- Active involvement in professional development to build theoretical knowledge and practice capability

## KEY STAKEHOLDERS

- Local Schools and other community organisations
- Mental Health Services
- BCYF Youth Services and other relevant programs
- Other Community organisations including but not limited to Education and Employment providers

## ORGANISATIONAL VALUES & BEHAVIOURS

Our Values	Expected Behaviours
<b>INTEGRITY</b> <i>I am respectful, accountable and professional</i>	<ul style="list-style-type: none"> <li>• I treat others with respect.</li> <li>• I demonstrate resilience and contribute to a positive workplace culture.</li> <li>• I reflect on my actions and practices and respond to constructive feedback.</li> <li>• I ensure that the organisational values and behaviours are reflected in my work.</li> <li>• I build strong professional relationships with colleagues, clients and partners</li> </ul>
<b>COMMITMENT</b> <i>I am dedicated to achieving positive outcomes</i>	<ul style="list-style-type: none"> <li>• I seek continuous improvement and solution-based practises and outcomes.</li> <li>• I accept the accountabilities associated with my role and performance.</li> <li>• I embrace new ideas, methods and systems.</li> <li>• I take pride in my work and contribute to positive change.</li> <li>• I adapt when required and am flexible to changes in my role.</li> </ul>
<b>INCLUSION</b> <i>I involve colleagues, clients and partners in my work</i>	<ul style="list-style-type: none"> <li>• I engage and listen to clients and their families in planning and decision making.</li> <li>• I embrace opportunities to participate in organisational development.</li> <li>• I collaborate positively within my team and across the organisation.</li> <li>• I share my knowledge, achievements and learnings both internally and externally.</li> <li>• I recognise the strength that diversity brings to our workforce and community.</li> </ul>

## OHS RESPONSIBILITIES

The Board of Directors and Executive Management Team recognise the moral and legal responsibilities in providing a working environment for its employees, volunteers, contractors, visitors, the general public and those whom we serve (our clients), that is safe and healthy.

BCYF promotes a safety culture throughout the organisation that ensures that every employee actively participates in the health and wellbeing of themselves and their co-workers. All employees are expected to embrace this culture in line with the values of the organisation. All staff are expected to be aware of and participate in their duty of care in the workplace as outlined in induction and organisational policies.

## PHYSICAL REQUIREMENTS & ENVIRONMENTAL CONDITIONS OF THE ROLE

The following table identifies the physical and psychological work environment characteristics that are inherent requirements of the role. Where possible, BCYF will make reasonable adjustments to enable individuals with disabilities to perform the essential functions of their roles.

<b>Required activities / working environment</b>	<b>Frequency</b>
<b>Computer based tasks, sedentary position, office based</b>	Often
<b>Repetitive manual tasks</b>	Rarely
<b>Driving, in &amp; out of vehicles</b>	Often
<b>Walking, climbing stairs, bending</b>	Often
<b>Working alone or at a co-located site</b>	Often
<b>Confrontational/confronting situations</b> <i>(Due to the nature of our work there may be times when staff are exposed to behaviour, language and/or situations that can be confronting)</i>	Sometimes
<b>Working outside in differing weather conditions</b>	Often
<b>Attending external locations including client homes</b>	Often

*A signed pre-existing condition declaration form is required to be completed prior to commencement.*

## KEY SELECTION CRITERIA

### Essential

- Relevant tertiary qualification or Diploma+ in Community Development, Social Work, Family / Welfare / Youth Work or associated discipline.
- Demonstrated understanding of and experience in working with young people with complex barriers to reengaging with community, education, and specialist services
- Demonstrated experience in group work
- Demonstrated understanding of and experience in working with families
- Evidence of capacity to be self-motivated and to work independently
- Demonstrated project management skills and ability to engage key stakeholders at all levels.
- Understanding of the purpose and expectations of the Victorian Child Safe Standards and demonstrated commitment to contributing to a child safe organisation in both practice and culture.
- Current Victorian Drivers Licence.
- Fully vaccinated against COVID

### Desirable

- Demonstrated ability to advocate on behalf of young people and their families
- Experience working in the context of a program developing or utilising peer support opportunities
- An understanding of the Children, Youth and Families Act (2005), and other relevant legislation.

## EMPLOYMENT CONDITIONS

*Employees are required to read, understand and comply with all BCYF policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the BCYF's Code of Conduct.*

*BCYF is committed to being a safe and friendly organisation for children and young people and therefore require all employees to undergo and maintain a range of satisfactory checks as a condition of employment. These include:*

- *Working with Children Check*
- *National Police Check*
- *International Police Check (if required)*

## POSITION DESCRIPTION ACKNOWLEDGEMENT

I have read, understood and agree to comply with the above position description.

<b>Employee Signature:</b>		<b>Date:</b>	
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