



# Position Description

<b>ROLE</b>	Case Worker
<b>SECTION</b>	Youth Accommodation Service
<b>RESPONSIBLE TO</b>	Program Manager and Regional Manager
<b>STATUS</b>	Permanent part time Fixed term 2 year contract
<b>LOCATION</b>	Bega
<b>HOURS</b>	16 hours per week
<b>PAY</b>	Negotiable
<b>TERMS &amp; CONDITIONS</b>	Employment conditions as per Social, Community, Home Care and Disability Services Industry Award 2010. <a href="http://www.fwa.gov.au/documents/modern_awards/award/ma000100/default.htm">http://www.fwa.gov.au/documents/modern_awards/award/ma000100/default.htm</a>

## ABOUT SEWACS

SEWACS is currently undergoing a name change and will be called Budjungal. This is a Djirringanj work meaning belonging. SEWACS is a community based organisation providing holistic homelessness, domestic violence, and youth support services across Bega Valley and Eurobodalla Shires.

SEWACS is working toward ending homelessness and the elimination of domestic and family violence in a community where all people are treated with respect and live in a safe and secure environment.

## THE POSITION

The Case Worker will work with the Program Manager, Regional Manager and other staff to ensure that the most appropriate and effective services, including case management, advocacy and referral are provided to young people who are homeless or at risk of homelessness.

## OPPORTUNITIES OF THE POSITION

To be part of a dynamic community organisation that has made and continues to make positive changes for adults and children at risk of homelessness and affected by domestic and family violence. Training opportunities exist for successful applicants.

## **DUTIES**

- Adhere to all SEWACS policy and procedures.
- Provide practical and emotional support to clients.
- Provide information on relevant community resources that may assist clients.
- Provide information and referral service to non-government and statutory organisations, community organisations and individuals when requested.
- Assist clients (and their children) to identify their needs and goals, and develop a support plan to achieve those goals.
- Transport clients in service vehicles to relevant agencies where appropriate.
- Support and assist clients to carry out their support plan, and monitor and review the plan in line with the service case management policy and procedure.
- Assess the appropriateness of referrals, both to and from the service, and if necessary consult with other staff.

## **RESPONSIBILITIES**

- Maintain strict confidentiality at all times.
- Understand and implement the principles of working as a member of a team.
- Attend and actively participate in work related conferences, meetings and training courses as required, some of which may be outside the local area and require overnight stays.
- Carry out work in accordance with the current policies and procedures of SEWACS, guidelines of the association, common law and funding agreement guidelines.
- Be aware of and adhere to relevant legislation and mandatory obligations pertaining to women and children. In particular, Child Protection legislation, Interagency Guidelines and legal responsibilities for reporting children at risk.
- Provide an updated Police, Working With Children Check (WWCC), a copy of your current drivers licence, to the Regional Manager before work commences. To be renewed every five years.
- It is a requirement to disclose to the Regional Manager any criminal charges, driving offences or child protection issues that may impact on your employment
- Ensure that the service is provided with particular sensitivity to the individual and cultural needs of all clients.
- Develop and maintain networks with relevant community and departmental agencies and individuals.
- Undertake tasks as directed by the Program Manager and Regional Manager.

- Participate in community development projects and structural advocacy activities as required.
- Work within a feminist framework and have a commitment to empowering young people.
- Recognise and monitor job stress and personal needs as a worker and take active responsibility for your own wellbeing in the workplace.
- Actively represent the service and lobby for change on issues affecting young people.

### **COMMUNICATION**

- Keep written records and statistics of all clients accessing the service, including database entry.
- Participate in the evaluation and implementation of SEWACS Strategic and Operational Plans.
- Bring to staff meetings and if necessary to the Regional Manager issues that may inhibit the operation of the service.
- Participate in internal and external supervision and annual (or as otherwise directed) worker appraisals.
- Attend meetings as requested by the Program Manager and Regional Manager.
- Work collaboratively and respectfully with all SEWACS staff and management.

### **SKILLS AND EXPERIENCE REQUIRED**

#### **Essential**

- A minimum qualification of Cert IV in Youth Work, Community Welfare or equivalent.
- Ability to work within the framework of a feminist philosophy.
- Sound knowledge of issues affecting young people.
- An understanding of the factors which can lead to homelessness and the effect on clients and their children.
- Awareness of the specific issues arising for Aboriginal people, young people from non-English speaking background, LGBTQI young people, young people with disabilities and young people affected by family and/or domestic violence.
- Good interpersonal skills and ability to relate compassionately and effectively with young people and children
- An awareness of cross-cultural issues and an understanding of how these relate to the work of the organisation.

- Good oral and written skills including ability to communicate effectively with staff, clients and other service providers, and the documentation of case work.
- An understanding of family dynamics.

**Other Requirements**

- Successful “Working with Children” and criminal history police checks.
- Undertake a six month probationary work contract.
- Be available to work flexible hours.
- Able to attend training as requested.
- Current Drivers Licence.