

Youth Worker

| STATEMENT OF DUTIES | | SEPTEMBER 2023 |
|-------------------------|---|----------------|
| Number | Generic | |
| Portfolio | Keeping Children Safe | |
| Branch | Services for Children and Families | |
| Section | N/A | |
| Sub-Section/Unit/School | N/A | |
| Supervisor | Practice Manager | |
| Award/Agreement | Health and Human Services (Tasmanian State Service) | |
| Classification | General Stream Band 4 | |
| Employment Conditions | Permanent or fixed-term, fulltime or part-time up to 76 hours per fortnight | |
| Location | North, North West or South | |
| Check Type | Schedule I | |
| 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.

The Department has a range of delegations in operational areas including Finance, Human Resources 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 any specified limitations.

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.

Selection Criteria

Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work-related qualities genuinely required for the performance of the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

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.

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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.

Requirements

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

Essential

- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated

activity is a child related service or activity defined in the Registration to Work with Vulnerable People Regulations 2014. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.

- 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

The Department is responsible for the following areas within Tasmania

- Tasmanian Government Schools
- Child Safety
- Youth Justice
- Out of Home Care
- Libraries Tasmania
- Child and Family Learning Centres.

This is a department built entirely for children and 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.

We work collaboratively across disciplines to combine knowledge, experience and ways of working to benefit children and young people.

However, we are a new Department – established in October 2022 – and we are still working together to build our Strategy and our culture and values. This work will be continuing into 2023, and we want all staff to be involved in this.

Values, Behaviours and Workplace Diversity

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.

State Service Principles and Code of Conduct

Employment in the State Service 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](#)

Work Health and Safety

The Department is committed to high standards of performance in respect of work health and safety. All employees are expected to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

In accordance with the *Work Health and Safety Act 2012*, all employees whilst at work are expected to participate in maintaining safe working conditions and practices and take reasonable care for their own health and safety, ensuring their actions do not adversely affect the health and safety of others. All employees are expected to comply with any reasonable instruction given by the Agency to ensure compliance with the Act and collaborate with Agency work health and safety policies, procedures and guidelines.

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

Information & Records Management and Confidentiality

All employees are responsible and accountable to:

- Create records according to the business needs and business processes of their business unit or school that adequately document the business activities in which they take part.
- Register documents in an approved Business Information Management System.
- Access information for legitimate work purposes only.

All employees must not:

- Destroy delete or alter records without proper authority; or
- Remove information, documents or records from the Department without permission.

Delegations

This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant manager can provide details to the occupant of delegations applicable to this position.

The Department has a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of the Fraud and Corruption Control Policy and reporting procedures.

Fraud Management

The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, the Agency's Fraud and Corruption Control Policy and Procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager or to the Manager Internal Audit.

We are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the Public Interest Disclosure Act 2002. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the State Service Act 2000.

Category/funding/restrictions: Permanent or Fixed Term. Cost code: Specified for the School/College or Business Unit.

HR Office use only:

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

Category/funding/restrictions: Permanent or Fixed Term. Cost code: Specified for the School/College or Business Unit.

Request:

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