



## Out of Home Care Program

### Job Package

### Permanent Part Time

### ICM Youth Worker

#### **Pathfinders**

Pathfinders' Out of Home Care Program provides a safe and nurturing environment for young people and who are in need of alternative accommodation due to being unable to live with their parents or foster carers. We are currently looking for part time/casual ICM Youth Workers to assist in the in home care of these young people.

You will be required to work shift work including sleepovers and hours will be on an "as needed" basis. This role will be required to work within all Residential/SIL/STEP/ICM and IPA properties located within the Company.

The successful applicants will work with team members in developing and providing a safe, nurturing and home-like environment for Children and Young People in residence utilising the programs Circle of Courage and Sanctuary model philosophy.

The Pathfinders OoHC program aims to provide a homelike environment for residents, build positive coping strategies and maintain and develop links between the residents and their birth families and community. The program aims to meet high standards for health, education, vocation and social competencies amongst all residents.

#### **The Sanctuary Model**

Sanctuary is an organisational framework that ensures that our culture and practices are guided by Trauma-informed principles. Sanctuary goes beyond providing a set of tools and techniques – it is a culture shift to address the effects of trauma at every level.

Pathfinders have made a commitment to embed the accredited and widely adopted Sanctuary model into every aspect of our organisation.

## Role of the ICM Youth Worker

The role of the ICM Youth Worker will be to work with team members to deliver Out of Home Care (OOHC) services in either a home like setting and/or supported independent living (SIL) setting to Children and Young People in care. The ICM Youth Worker will require knowledge and understanding of the issues that affect Aboriginal communities, societies and cultures in NSW. Willing to advocate on behalf of Aboriginal young people and their families in providing cultural support and provide services to Aboriginal and non-Aboriginal children, young people and families.

The ICM Youth Worker will also be required to build strong relationships with Aboriginal agencies to support and strengthen families and cultural connections.

### Essential criteria

- Cert III in related field or willingness to obtain and/or demonstrated experience.
- Ability to interact with and form healthy relationships with young people.
- Commitment to ethical work practices including maintaining professional boundaries.
- Knowledge and understanding of issues that affect Aboriginal communities, societies and cultures in NSW.
- Ability to build strong relationships with Aboriginal Agencies to support and strengthen families and cultural connections.
- Ability to advocate on behalf of Aboriginal young people and their families in providing cultural support.
- Ability to provide services to Aboriginal and non-Aboriginal children, young people and families.
- Ability to work both independently and as part of a team.
- Be required to follow a rotating roster.
- Be required to work within all Residential/SIL/STEP/ICM and IPA properties located within the Company.
- Be required to be on call on a rotating roster as needed
- Demonstrated high level verbal and written skills, computer skills along with knowledge particularly of Microsoft Office 2010 (MS Word, MS Outlook, MS Internet Explorer etc).
- Demonstrable understanding of Confidentiality.
- Willingness to adopt the Pathfinders program philosophy and engage in training when provided.

- Provide First Aid Certificate or willingness to obtain.
- Provide a copy of unencumbered driver's licence.
- Provide a current paid NSW Working with Children check number.
- Provide a current National Criminal History check.

## Conditions

This position is identified as child related employment and Prohibited persons under the Child Protection Act 2012 are not eligible to apply. The successful applicant will be required to provide a current Working with Children Check Number and a National Criminal History Check.

## Inquiries

**Application Enquiries** –Please email: [hr@pathfinders.ngo](mailto:hr@pathfinders.ngo)

## Guide for applicants

Pathfinders observe EEO principles when selecting and recruiting staff. Positions are offered on the basis of merit, that is, the applicant considered to be the most capable of doing the job is selected.

Qualifications, experience, skills, standard of work, and personal qualities relevant to the position advertised are considered when making the decision.

## How to apply

**Applicants *MUST* follow these steps to be considered for the position.**

1. Prepare a typed application which includes:
  - A statement against each of the essential and desirable selection criteria for the position, giving examples to demonstrate how you meet them.
  - A current resume detailing your relevant skills and experience.
  - A photocopy of your relevant academic qualifications.
  - The names and phone numbers of two current work related Referees (at least one referee should be a recent supervisor).
2. Please email applications to [hr@pathfinders.ngo](mailto:hr@pathfinders.ngo)

## Interview

If you are selected for an interview, you will be contacted by telephone. If you need wheelchair access, an interpreter because you are hearing impaired, or have any other requirements, please advise so we can make appropriate arrangements.

Interviews are conducted by a selection panel.

Only questions related to the requirements of the position will be asked.



## Position Description

### Permanent Part time ICM

### ICM Youth Worker

Position Title: ICM Youth Worker

Responsible to: ICM House Leader

Program: Out of Home Care

Supervises: Nil

Position Status: Permanent Part Time

Salary: SCHADS Award **Level 4 .1**

Hours: Variable on basis of shifts worked

### Purpose of position

To work with team members to deliver Out of Home Care (OOHC) services in either a home like setting and/or supported independent living (SIL) setting to Children and Young People in care.

The ICM Youth Worker will require knowledge and understanding of the issues that affect Aboriginal communities, societies and cultures in NSW. Willing to advocate on behalf of Aboriginal young people and their families in providing cultural support and provide services to Aboriginal and non-Aboriginal children, young people and families.

The ICM Youth Worker will also be required to build strong relationships with Aboriginal agencies to support and strengthen families and cultural connections.

## Reporting relationship and accountabilities

### **ICM Youth Worker will:**

1. Be responsible to the ICM House Leader.
2. Implement strategies and tasks set by the ICM House Leader and caseworker to achieve the goals of the OOHC Residential Service
3. Participate in the day-to-day operations of the OOHC Residential Service Work with the Pathfinders Management and staff when required.
4. Adhere to the Staff Code of Conduct.

### **Essential Criteria:**

- Cert III in related field or willingness to obtain and/or demonstrated experience.
- Ability to interact with and form healthy relationships with young people.
- Commitment to ethical work practices including maintaining professional boundaries.
- Knowledge and understanding of issues that affect Aboriginal communities, societies and cultures in NSW.
- Ability to build strong relationships with Aboriginal Agencies to support and strengthen families and cultural connections.
- Ability to advocate on behalf of Aboriginal young people and their families in providing cultural support.
- Ability to provide services to Aboriginal and non-Aboriginal children, young people and families.
- Ability to work both independently and as part of a team.
- Be required to follow a rotating roster.
- Be required to work within all Residential/SIL/STEP/ICM and IPA properties located within the Company.
- Be required to be on call on a rotating roster as needed
- Demonstrated high level verbal and written skills, computer skills along with knowledge particularly of Microsoft Office 2010 (MS Word, MS Outlook, MS Internet Explorer etc).
- Demonstrable understanding of Confidentiality.
- Willingness to adopt the Pathfinders program philosophy and engage in training when provided.

- Provide First Aid Certificate or willingness to obtain.
- Provide a copy of unencumbered driver's licence.
- Provide a current paid NSW Working with Children check number.
- Provide a current National Criminal History check.

## Specific tasks and responsibilities

### Position and Organisational Responsibilities

The key responsibilities are as follows but are not limited to:

- Work to provide a caring, stable and structured residential care environment for Children and Young People in accordance with Pathfinders Residential Policy and Procedure, Philosophy, Principles and the NSW OOHC standards
- Provide day to day care for Children and Young People in ways which meet their developmental needs (physical, emotional, intellectual and spiritual), and have a positive effect on their self-esteem, attachment and security, in accordance with duty of care requirements and agency processes and philosophies
- Perform a range of care and development tasks such as maintaining the physical environment, domestic duties, attending to health, nutrition, medical, educational and recreational needs of Children and Young People
- Provide appropriate support and assistance to Children and Young People who have experienced abuse/neglect, trauma, separation, grief and loss and who present with challenging behaviours
- Assist Children and Young People to develop social skills, problem solving and independent living skills as appropriate to their age and stage of development
- Participate in the delivery of Behavioural Management Plans including management strategies, awareness of behavioural triggers and engaging in a therapeutic culture within the Residential Unit
- Maintain appropriate daily notes using the AIMS system, vehicle diary and any other paperwork relevant to the service to an acceptable standard
- Model behaviours, values and actions that will provide positive reinforcement for Children and Young People in Pathfinders Residential care in accordance with the Circle of Courage and Sanctuary model principles.
- Maintain professional and personal boundaries with staff and clients at all times
- Adhere to the Staff Code of Conduct
- Attend and participate in regular staff meetings and professional development meetings.
- Respect the confidentiality and human rights of the Children and Young People at all times

- Actively participate in all matters or issues which foster teamwork and overall service quality
- Positively promote the agency and build networks with other agencies
- Present all accounts, timesheets and financial matters for or processing to ICM House Leader
- Ensure that Pathfinders property and vehicles are maintained to the appropriate standard
- Work shift, weekend and public holidays as directed.
- Be required to be on call on a rotating roster as needed
- Complete all reasonable tasks as directed by the Pathfinders Supervisory structure of ICM House Leader.

### **Professional Development**

- Attend supervisions with the ICM House Leader for support, debriefing and discussion of issues that may need action.
- Pursue ongoing personal and professional development in order to enhance contribution to the organisation.

### **Industrial Relations**

- To be aware of the relevant Awards and conditions.

## **Pathfinders - Purpose and Goals**

Pathfinder's vision is that all Children, Young People and their Families have a home and family where they feel they belong, are free from abuse, neglect, discrimination and inequality and are able to achieve and contribute to their full potential in Australian society.

The challenge and vision Pathfinders has for our Families, Children and Young People is to provide them with opportunities to build strong and permanent relationships and be cared for in ways which build and expand their personal skills and life opportunities.

## **Pathfinders Vision**

The Pathfinders vision is to develop thriving communities in which all people can fully participate and develop freely through mutual trust and acceptance. We see this being achieved through collaborative strategies and best practices, a strong and respectful workforce, and advancing bold and progressive ideas and policies.

## Pathfinders Mission

Our mission is to empower people to live with hope and equal opportunity to reach their potential. We provide hope through purpose and passion; generously sharing our expertise, knowledge and resources to make a transformative difference. We create equal opportunity by facilitating access to education, employment and safe housing; breaking down barriers that are obstacles to growth and independence.

## Pathfinders Principles of Service

The following principles guide our provision of services to children, young people and their families: -

- Our practice will reflect the rights of children, young people and their families to social justice, economic and social equality and self-determination and to be free from discrimination on the basis of religion, gender, race, sexuality or disability
- Quality service provision on the basis of equity and need
- Community based, collaborative approaches to the provision of services
- Individualised, flexible case planning using a strengths-based intervention model that ensures the safety, emotional security and connectedness of our clients
- Culturally appropriate interactions with families and children are paramount
- Participation of our clients and stakeholders in the process of service delivery and planning
- Continuous service development and quality improvement through ongoing evaluation and review

## Pathfinders across the New England, North West and Mid North Coast Regions

Pathfinders is now located in offices across the New England, North West and Mid North Coast regions.

Our services continue to grow with our organisation now supporting children, young people and their families with supported accommodation services, family support services, juvenile justice, youth work, child protection, family referral services and Out of Home Care services.

### ***Pathfinders programs and services include:***

- Youth social, recreational and vocational programs
- Family referral services to ensure assistance gets to families and their children when they need it
- Information and referral assistance to link client with appropriate support agencies
- Refuge and supported accommodation services to young people
- Full time residential support for young people in out of home care

- Juvenile justice support services to assist young people to reintegrate into our communities
- Child protection and family referral services
- Field placement and training for local TAFE and University students seeking employment in human services
- Provision of residential out of home care services, foster care support programs and foster care programs for children and young people under the guardianship of the Minister for Community Services
- Provision of family preservation services, supervised contact, therapeutic camps/activities and after care services to vulnerable children, young people and their families

I acknowledge and have read and understood my responsibilities associated with this Job Description.

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**Employee Signature**

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**Date**