

Youth Family Support Worker

14 Hour/week Maternity Leave

Part Time (Fixed Term till 2011) Youth Family Support worker required by St George Family Support Service. A strong background in Case Management, Tertiary Qualifications (Minimum Diploma) and/or experience working with disadvantaged families in crisis is essential, as is a driver's licence and access to a comprehensively insured vehicle.

Above award rates based on a 35hr week with salary sacrificing available. (SACS Award Grade 4)

All applicants are subject to a Working with Children check.

Applications close Friday, 25th February 2010 . An information Package can be obtained by phoning:

9553 9100

Or by visiting our website at: www.sgfss.org.au

ST. GEORGE FAMILY SERVICE INC.

POSITION: Youth Support Worker Part time 14 hours

ACCOUNTABLE TO: Manager

Accountability Objectives

Youth Support Workers are required to follow the Principles of Family Work and the Aims and Objectives of St. George Family Support Service Incorporated.

Youth Support Workers are required to meet the needs of disadvantaged young people aged between 12 & 24 years to help them achieve their nominated goals or to develop skills that assist them in their parenting roles

Duties and responsibilities:

Planning

Consult with the Manager in the development of work plans

- Consult with the client family about the goals they wish to achieve
- Consult with the Manager and other Family Support Staff in the development of annual organisational plans
- Consult with the Manager, colleagues and the external supervisor in the development of case management for some clients

Information & Referral

- Provide information to people about the service when requested
- Accept appropriate referrals from other services/community members
- Provide information about St. George Family Support Service to other services in the community
- Refer clients to services that best meet their needs
- Ensure that appropriate and consistent information is provided to clients and prospective clients
- Provide relevant resources to clients
- Keep current on local available resources and gaps in service provision
- Introduce new clients to other clients and staff
- Provide orientation package to new case clients and group members

Office Duties

- Maintain office records as required
- Answer telephone calls & record accurate messages in the day book
- Maintain required time sheets, travel logs and receipts
- Maintain the security of the office premises and the play room especially when you are the last person to leave the premises
- Complete required data sheets and records
- Maintain sensitive client casework files and records
- Other Duties as requested by Manager

Community Liaison and Development

- Keep abreast with issues impacting on youth in the St George area and develop and implement programs to address these issues.
- Refer families to appropriate local services
- Network and promote the organization to other youth agencies in the community especially agencies with a CALD focus
- Attend relevant meetings and seminars in consultation with the manager

- Liase and work in partnership with other local youth services where appropriate.
- Attend court with clients when convenient and if requested if requested
- Attend the St. George Youth Workers Network meeting monthly

Service Development

- Participate in the planning and ongoing development of the service especially in strategies that enhance service provision.
- Participate in staff meetings
- Participate in relevant training and development activities to enhance support work and communication skills
- Participate in peer support, debriefing and supervision
- Participate in the evaluation processes of the organisation
- Undertake annual worker reviews

Support and Advocacy

- Group Organisation and Facilitation
- Provide respectful support to clients and their families
- Provide clients with a range of options and resources that are available to assist them towards meeting their goals
- Maintain confidentiality at all times
- Provide support and advocacy for clients when required
- Develop and implement individual support plans with clients as to needs identified by them
- Participate in the development and ongoing implementation of young mums support group activities
- Arrange for interpreter services when required in consultation with the client
- Ensure that an assessment process takes place with new referrals

Other duties as requested by the manager

ST GEORGE FAMILY SUPPORT SERVICES INC.
Youth Family Support worker
Part Time 14 hrs/week
Temporary position till 2011 to cover maternity leave

St George Family Support Service based at Carlton is seeking an enthusiastic, committed Youth Family Support Worker. We are a funded community based organization providing a range of support services to families and young people in the St George area with a focus on delivery of a strength based model of case management and early intervention services for families with children 0- 18.

Selection Criteria

Essentials

- Tertiary qualifications in welfare sector and/or demonstrated experience in working with children and families (Minimum Diploma)
 - Knowledge and understanding of Child Protection issues
 - Understanding and commitment to Strengths Based practice
 - Ability to work independently and as part of a team
 - Group Work experience
 - Knowledge of issues relating to CALD communities
- Demonstrated ability to provide family support, develop case plans and provide effective case management for families with children
- Demonstrated skills in engaging with parents and providing assistance with the development of parenting skills in an individual and group context
 - Sound written and oral communication skills
 - Experience in working with vulnerable families
 - Ability to work in partnership with families
 - Commitment to Principles of Family Support
 - Own comprehensively insured vehicle and current driver's licence

Desirables

- Knowledge of local services
- Community Language
- Awareness of cross-cultural issues

Written applications: addressing the selection criteria, resume and the provision of at least 2 referees close on 25th February 2010 and can be emailed to information@sgfss.org.au or mailed to 42 Jubilee

Salary packaging available: after successful completion of 3 month probationary period.

St George Family Support Service Inc.

42 Jubilee Ave, Carlton NSW 2218
Tel: (02) 9553 9100 Fax: (02) 9553 8711

APPLICATION FOR EMPLOYMENT			
POSITION DETAILS			
POSITION TITLE		DATE	
PERSONAL DETAILS			
LAST NAME	FIRST NAME	T I T L E	
		MR MRS MS MISS	
ADDRESS		POSTCODE	
TEL. HOME	MOBILE	ARE YOU LEGALLY ENTITLED To WORK IN AUSTRALIA?	
TEL. WORK	EMAIL	• YES • NO	
REFERENCES			
NAME	POSITION TITLE	ORGANISATION	CONTACT NO.
APPLICATION CHECKLIST			
<ul style="list-style-type: none"> ■ I have read the Information Package for applicants. ■ I have identified the position I am applying for on this form. ■ I have attached my resume/CV which provides details on academic qualifications and work experience. ■ I have attached my claim that addresses the essential and desirable selection criteria. ■ I have signed the consent form to state that I am eligible for child related employment under The <i>Commission for Children and Young People Act 1998</i>. 			
Applicant's signature		Date / /	
<i>For Office Use Only</i>			
<ul style="list-style-type: none"> ■ Interview Granted ■ Interview Date ■ Interview Outcome ■ References Checked ■ Working with Children Check Consent ■ WWCC Return ■ Prohibited Persons Declaration Signed 			

**ST. GEORGE BACK FAMILY SUPPORT SERVICE INC.
INFORMATION FOR JOB APPLICANTS**

1. Knowledge, skills, abilities and experience

The Selection Criteria & Job Description provide the basis for the entire selection process and, specify the knowledge, skills, abilities and experience required for the satisfactory performance of the position you are applying for.

2. Selection on Merit

St. George Family Service Inc. is an Equal Employment Opportunity employer. All appointments to positions are based on merit. Therefore, each applicant is assessed on merit against the knowledge, skills, abilities, experience, qualifications and standard of work performance identified in the Selection Criteria & Job Description.

The applicant, who demonstrates the most merit against these criteria in their job application and at interview, is recommended to the Management Committee for the position and, is subject to Working with Children Check.

3. The Selection Criteria

The selection criteria are the basis of the position and detail the knowledge, skills, abilities and experience required for the position. You must address these criteria in your job application.

4. Obtaining More Information about the Position

The enquiries contact named in the job advertisement can provide further information about the position. Speaking to this person can help you decide whether to apply for the job, and answer any questions or queries you may have. It is useful to conduct some research about the agency and the local area and issues.

5. The Closing Date

Your completed application must be received by the closing date specified in the job advertisement. If you do not believe that you can meet this deadline, you can contact the designated enquiries contact to seek approval to submit a late application. Late applications are accepted at Management's discretion.

6. Your Job Application

The Job Application is the first step in the selection process and is your opportunity to gain an interview. After reading the job advertisement and this information package, and then speaking to the enquiries contact, you should consider whether you meet all of the stated essential requirements of the position. If you feel you do meet the requirements, you should then consider whether you will apply for the position.

If you do not meet all of the essential requirements specified in the advertisement, or cannot clearly demonstrate that you meet the essential requirements, it is unlikely that you will be considered for the position. In this case, your application will be eliminated (or culled) from consideration for interview.

It is your responsibility to convince the selection committee that you are the best candidate for the position. As the selection of candidates for interview is based solely on the information provided in the application, you must ensure that the information you provide is sufficient for the selection committee to assess the strength of your application.

7. Your Claim for the Position

This is the most important part of the job application and will determine whether you get an interview.

The Claim for the Position allows you to demonstrate how you meet the selection criteria of the position. You must clearly detail how you meet each of the advertised selection criteria by addressing them separately. For each of the selection criteria, make a separate heading and then detail your knowledge, skills, abilities and experience and ensure that you emphasise your major achievements by giving examples. Include any non-working or volunteer activities, such as involvement in a community organisation, where you have gained relevant skills and experience.

Some key words and what they mean when used in selection criteria:

Demonstrated knowledge/experience: Provide examples from your work history proving you have this area of knowledge or expertise.

Ability to: Describe how your skills, knowledge, abilities and experience gained in other areas prove that you are capable of doing this part of the job. Describe your past achievements that prove you could do this kind of work.

Experience in: Give examples to show that you have done this type of work.

Effective; Proven; Highly Developed; Superior: Show your level of achievement or proficiency by giving as much detail as you can and giving examples to show your level of skills, knowledge, abilities and experience.

Good Communication Skills: You must show that you have the communication skills needed to do the job. You can include your experience in dealing with people, details of things you have written or presented, and examples of problems you have solved using your communication skills. For written material, include publications or reports you have written, and note the target audience or purpose of the document or publication.

Knowledge of specific legislation: State if you are familiar with the specified legislation. Include your experience interpreting comparable or other forms of legislation or procedures.

As well as the specified selection criteria, you are asked to show your knowledge and understanding of the common selection requirements listed below.

- Equal Employment Opportunity (EEO)
- Occupational Health & Safety (OH&S)
- Ethical Practice
- Access & Equity
- Domestic/Family Violence and Child Protection

You will have to demonstrate specific examples from your work history where you have applied these principles,

8. Your Resume

Your resume should provide clear, concise and current information including:

- Your personal details
- Education and training
- Employment history — name of organisation, period of employment, job title, major duties and responsibilities, main achievements
- Skills/experience gained — inside and outside of work
- Name, address and contact telephone numbers of at least two (2) referees who can provide the selection committee with information on your knowledge, skills, ability and experience in relation to the requirements of the advertised position. Advise your referees that you are applying for the position.

9. The Selection Committee

The Selection Committee is responsible for selecting the best suited candidate for the position. The selection is based on merit and the selected candidate will best satisfy the selection criteria. The selection committee must base its decision on material presented by the applicants in writing, at interview, and from referees.

The Selection Committee (or Panel) is usually made up of three (3) members:

- Convenor (Manager or other person delegated by the Management Committee)
- Management Committee representative
- Other / Independent (from a like service relevant to the position advertised)

10. The Selection Process

The Cull

This is where the selection committee reviews all applications submitted for the position against each selection criteria. A 'short list' of applicants to be called for interview is created.

If there are a large number of applicants meeting all selection. criteria, the committee will select candidates for interview on the basis of how strongly they meet the selection criteria.

The Interview

If you are short listed, you will be contacted at least three (3) working days notice before the interview. You will be advised of the date, time and location of your interview, and who the panel members are. You will also be advised if you are required to bring examples of your work or if you are required to perform a task/test as part of the interview.

To prepare for your interview, familiarise yourself with your application and the job description. Anticipate questions that the selection committee may ask from the selection criteria and formulate responses. Questions will always relate to the selection criteria, the functions of the job, your skills, knowledge and experience.

The selection committee can only base its decision on the information provided by you at interview and in your job application. You will be asked a set of questions relating to the position you are applying for and, at the end of the interview, you will be given the opportunity to add any information in support of your application and ask questions.

Some Common Problems at Interview:

- If you do not fully understand the question, you may ask for the question to be repeated or asked in a different way.
- Your mind goes blank on a matter that you know, raise the points you can remember and ask if you can return to the question at the end of the interview.
- You remember something about an earlier question, refer to the earlier question at the end of the interview and provide the additional information.
- You know a lot about a topic but are not sure how much detail is required, summarise the main points and ask if there are any points you should expand upon.

It After the Interview

After all interviews are completed, the selection committee will recommend a candidate for the position. The Convenor will contact the relevant referees and organise Working with Children Check and Criminal Records Checks and seek approval by the Management Committee.

On successful completion of this process, you will be contacted by telephone and informed. This will be followed by a letter of offer confirming your employment and will include salary, award, and hours of work, employment status, probationary period and date of commencement.

In the event that you have not been successful, you will receive a letter informing you within 2 weeks or less of the interview. Unsuccessful applicants are encouraged to contact the Convenor and seek feedback to inform future job applications.

1. Applicant's Consent Form

The *Commission for Children and Young People Act 1998* makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the *Child Protection (Offenders Registration) Act 2000*) to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission, Administrative Decisions Tribunal or Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence.

Section 33B of the *Commission for Children and Young People Act 1998* defines a serious sex offence as:

- an offence, involving sexual activity or acts of indecency, committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more; or
- an offence, involving sexual activity or acts of indecency, committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more, if it had been committed in New South Wales; or
- an offence under section 80D or 80E (sexual servitude) of the *Crimes Act 1900*, committed against a child; or
- an offence under Sections 91D-91G (child prostitution, other than if committed by a child prostitute) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence under Section 91H, 578B or 578C (2A) (child pornography) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
- any other offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations.

NOTE: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.

Section 33B of the *Commission for Children and Young People Act 1998* defines a child-related personal violence offence as an offence committed by an adult:

- involving intentionally wounding or causing grievous bodily harm to a child; or
- of attempting, or of conspiracy or incitement, to commit such an offence.

Under *Commission for Children and Young People Act 1998*:

- it is an offence for a prohibited person to apply for or otherwise attempt to obtain, undertake or remain in child related employment;
- employers must ask existing employees, both paid and unpaid, and preferred applicants for child-related employment to declare if they are a prohibited person or not;
- all people in child-related employment must inform their employers if they are a prohibited person or remove themselves from child-related employment; and
- penalties are imposed for non compliance.

6.5 WORKING WITH CHILDREN BACKGROUND CHECK CONSENT



All fields must be completed. Please use block letters.

Family name: _____

Given name(s): _____

Previous names/aliases: _____

Date of birth: _____

Gender: (Please tick Male/Female)

Place of birth (city, state, country): _____

Identifying document type (e.g. driver's licence/passport): _____

Identifying document number: _____

Address: _____

Suburb/Town: _____

State: _____

Postcode: _____

Contact telephone number: _____

Contact Email: _____

Title of position applied for: _____

Type of position (Please tick):

Paid employee Religious leader/spiritual official of a religion (Foster carer)

I certify that the above information is accurate and understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.

I am aware that if considered for child-related employment, several checks will be undertaken to ascertain my suitability, including:

1. a national criminal record check for charges and/or convictions (including spent convictions) for:

- any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);
- any child-related personal violence offence;
- any assault, ill treatment or neglect of, or psychological harm to a child and any registrable offence;

punishable by imprisonment for 12 months or more.

I understand that this check includes convictions or charges that:

- may have not been heard or finalised by a court; or
- are proven but have not led to a conviction; or

- have been dismissed, withdrawn or discharged by a court.

2. a check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a child/ren; and
3. a check for relevant employment proceedings involving an act of violence committed in the course of employment and in the presence of children or reportable conduct. Reportable conduct means any sexual offence, or sexual misconduct committed against, with or in the presence of a child (including a child pornography offence), any child-related personal violence offence, or any assault, ill treatment or neglect of a child, or any behaviour that causes psychological harm to a child.



I understand that a conviction for a serious sex offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge) or child-related personal violence offence (including but not limited to, intentionally wounding or causing grievous bodily harm to a child) will automatically prohibit me from child-related employment. This includes a charge that is proven in court but does not proceed to a conviction. I am aware that if I am a Registrable person under the Child Protection (Offenders Registration) Act 2000, I am prohibited from child-related employment.

I consent to these checks being conducted and am aware that if any relevant record is identified, additional information relating to that record may be sought by an Approved Screening Agency from sources such as courts, police, prosecutors and past employers to enable a full and informed estimate of risk.

I acknowledge that:

- the above information and any information obtained during the Working With Children background check may be collected and used by and/or disclosed to the Commission for Children and Young People or any Approved Screening Agency for the purposes of the Working With Children Check;
- the Commission for Children and Young People or any Approved Screening Agency may share the information obtained during the Working With Children background check with each other to support further estimates of risk arising from additional Working With Children background checks;
- the outcome of an estimate of risk conducted with information obtained through the Working with Children Check by the Approved Screening Agency may be provided to my current or prospective employers or an employer-related body (where applicable) only for background checking purposes;
- details of my relevant records will not be released to my current or prospective employers;
- any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences; and
- the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the Commission for Children and Young People Act 1998.

Name: _____

Signature: _____ Date: _____

NOTE: This form is to be kept by the employer. _____