

POSITION DESCRIPTION

1. POSITION TITLE Youth & Parenting Partner – Gloucester Youth Service	2. POSITION LOCATION/S Gloucester	3. DIRECT MANAGER Taree Area Manager
4. SERVICE AREA Earlier Intervention	5. CLASSIFICATION SCHADS Level 5	6. POSITION STATUS Part-time
7. POSITION SUMMARY		
<p>The Targeted Earlier Intervention (TEI) program is intended to provide targeted services at the point where they can have the most impact – early in life and early in need. By encouraging community-based solutions, alongside tailored formal supports, TEI services can ultimately prevent children and young people from entering the statutory child protection system.</p> <p>The Youth & Parenting Partner will target support to meet the needs of people with known vulnerabilities, such as domestic and family violence, mental health needs, drug and/or alcohol needs, and social/economic disadvantage, increasing the wellbeing and safety of children, young people and families.</p> <p>The Gloucester Youth Service will influence outcomes for young people by creating opportunities to access support when required, to prevent issues from escalating and empower them to lead independent and meaningful lives. The role will engage with schools & community to increase networks of support & connections available to the young person & family. The program utilises an evidenced strength based, culturally competent, outcomes framework with training, support & supervision of the role.</p>		
8. PERSONAL ATTRIBUTES / SELECTION CRITERIA		
<p>Essential</p> <ul style="list-style-type: none"> • A commitment to the Vision, Mission and Values of our organisation and active engagement in organisational events. • Bachelor's in social work, psychology, allied health, education or other social sciences and/or equivalent experience in early intervention programs. • Demonstrated compassion towards and understanding of the holistic needs of children and families affected by trauma with experience working within a trauma informed practice model. • A solid understanding of child development and milestones, issues affecting vulnerable & disadvantaged families, and an interest in assisting others to enhance parenting capacity. • Ability to respectfully engage with counsel and mentor young people & families who come from many different walks of life to problem solve, increase positive outcomes & networks of support. • Demonstrated capacity to work independently and as part of a team. 		

- An awareness of Aboriginal culture and the issues faced by them and people from CALD backgrounds that may impact on parental roles, family and community relationships.
- High-level interpersonal skills relating to effective communication, attention to detail, ability to inspire others and contribute to a positive team culture.
- Experience in delivering group programs – such as life skills & parenting programs.
- Flexibility to be available outside of core business hours in performing duties of the position.
- A current Working With Children Check for paid employment or willingness to obtain.

9. QUALIFICATIONS / LICENCES

- Bachelor's in social work, psychology, allied health, education or other social sciences.
- Current NSW Driver Licence.
- Current paid Working with Children Check.

10. ORGANISATIONAL ENVIRONMENT

CatholicCare Social Services Hunter-Manning is a not-for-profit organisation and a mission and outreach agency of the Catholic Diocese of Maitland-Newcastle. Our services include a range of child and family services, youth services, disability, community services, refugee service, mental health and Permanency Support Programs. All staff are required to work within the ethos of the Catholic Church.

11. MISSION – VISION – VALUES

Our Mission

CatholicCare Hunter Manning listens and responds by working together with communities to build a stronger, fairer and kinder society that values children, young people, families and individuals. Through Christ's mission we seek to provide opportunities for people to 'have life and have it to the full'.

Our Vision

For inclusive, just and strong communities. We nurture, respect and encourage strong relationships where the individuality and strengths of each person are respected, valued and celebrated.

Our Values

Respect – We show consideration for ourselves and others, whilst recognising each other's differences

Justice – We believe in, actively seek and encourage, equality for all

Connection – We are committed to developing and enhancing meaningful relationships with, and between, our communities including agencies of the Catholic Diocese of Maitland-Newcastle, funding bodies and like-minded organisations that uphold a commitment to assisting the vulnerable.

Collaboration - We encourage teamwork that achieves tangible outcomes through open communication, lateral thinking and positive reinforcement

Innovation – We anticipate change and proactively ensure our service delivery is at the forefront of industry standards.

12. PERFORMANCE		
Key Performance Area	Key Tasks	Performance Indicators
1. Information/Advice/Referral	<ul style="list-style-type: none"> • Provide standard advice/guidance or information for individuals/or families, in relation to a vulnerability. • Referrals include to another service provider or within the organisation. • Information should be consistent, relevant, up to date and provided with compassion. 	<ul style="list-style-type: none"> • Advice is required to be timely, respectful, and with a strong knowledge of the service sector. • Referrals are effective and timely, facilitate client engagement, build and maintain referral pathways and partnerships and proactively help individuals and families to easily access services and determine the way their support is provided. • Accurate and timely DEX data entry. • Accurate and timely case notes.
2. Counselling	<ul style="list-style-type: none"> • Provide one on one counselling, support & advice to young people and parents experiencing known vulnerabilities such as family violence, alcohol and/or drug misuse, health, including mental health issues, safety, relationships, education, training, housing, employment, culture and justice issues. • Provide information and support so that young people and/or their families access appropriate services. 	<p>Duration/intensity of service (minimum):</p> <ul style="list-style-type: none"> • Caseload 7 new participants (registrations) per quarter. (minimum 25 per year) • Case notes reflect engagement & progress towards goals. • Accurate and timely DEX data entry. • A minimum of 25 case plans per year. One case plan per child/young person/family. • Complete outcomes measures with each participant every three months.
3. Family Capacity Building	<ul style="list-style-type: none"> • Undertake assessment activities to develop & implement the case plans if the individual young person and/or their family, including: 	<p>Duration/intensity of service (minimum):</p> <ul style="list-style-type: none"> • Caseload of 10 new registrations per quarter. (40 per year). • Complete a case plan per young

	<ul style="list-style-type: none"> • Information and advice; support, advocacy and counselling. • Mediation. • Referrals to relevant agencies or specialist services. • Skills development to help clients achieve personal goals. 	<p>person/family. (40 per year).</p> <ul style="list-style-type: none"> • Case notes reflect engagement & progress towards goals. • Accurate and timely DEX data entry. • Complete outcomes measures with each participant every three months.
4. Education & Skills Training	<ul style="list-style-type: none"> • Primary focus is to support children under 16 to remain engaged with school and family. • Develop, organise and deliver skills development groups to develop life & personal goals skills, financial management/budgeting career advice and support. • Organise and deliver multi-component programs including psychosocial support, self-help strategies, skill and relationship development, building connection to family and education. 	<p>Duration/intensity of service (minimum):</p> <ul style="list-style-type: none"> • Group size 8 young people per group. (32 clients per year). • Evidence of having completed 4 groups per financial year. • Group programs are culturally appropriate, evidence/research based with short-term focussed interventions designed to help young people improve their relationships, interactions and wellbeing, increased school attendance and achievement. • Accurate and timely DEX data entry. • Accurate and timely case notes.
5. Parenting Programs	<ul style="list-style-type: none"> • Conduct assessments and implement strategies to achieve goals. • Provide parenting education programs, including early literacy and numeracy support, community information sessions and parenting seminars. 	<p>Duration/intensity of service (minimum):</p> <ul style="list-style-type: none"> • 1 family group per quarter (4 programs per year). • Delivery of evidence-based assessment and parenting programs focusing on improved health of children and young people and improved parental health.

	<ul style="list-style-type: none"> • Programs should be delivered in accordance with NSW Health The First 2000 Days Framework including, but not limited to: <ul style="list-style-type: none"> - A whole of family approach to parenting. - Early identification of need and risk factors in order to link to appropriate support services. - Evidence informed and culturally responsive parenting programs and support activities. - Contribute to building on the evidence base of effective parenting programs and services. - Delivered in group and individual settings. - Actively support the preservation of infants and children to remain in their parent's care. 	<ul style="list-style-type: none"> • Accurate and timely DEX data entry. • Accurate and timely case notes.
6. Engage with the Community to build connections	<ul style="list-style-type: none"> • Promote this program and develop partnerships and networks in the Gloucester & Manning community. • Connect with similar services to partner for community collaboration. 	<ul style="list-style-type: none"> • Attendance at relevant inter-agency meetings in the youth NGO sector. • Attend face to face meetings with other referring services such as schools, community centres and family support services to establish working relationships.
7. General	<ul style="list-style-type: none"> • Abide by all CatholicCare and Diocesan policies and procedures. • Mandatory reporting legislation and Diocesan Child Protection Policy and guidelines are 	<ul style="list-style-type: none"> • Interpersonal communications and professional behaviour reflect organisational expectations as per the Code of Behaviour. • Information is provided to relevant bodies regarding children at

	<p>adhered to.</p> <ul style="list-style-type: none"> • Participate in organisational events, development and strategic planning activities. • Participate in internal and external meetings in a manner which contributes to the positive development of the program. • Provide information on program services and community supports as required. • Actively engage in professional supervision, individual work programming, performance planning and professional development opportunities. • Maintain own professional practice and awareness of current research in practice. • Maintain up-to-date knowledge of, and promote, WHS best practice as per legislation, policies and procedures. • Other duties within the scope of the position that may be assigned from time to time. 	<p>risk in a timely manner.</p> <ul style="list-style-type: none"> • Relevant meetings and events attended. • Staff member practices a positive working relationship with colleagues. • HR documentation is completed at the minimum frequency with evidence available that staff member contributed to the process. • WHS best practice is promoted in the workplace. • Staff member presents as a knowledgeable and skilled leader within the TEI program and CatholicCare Social Services. • Evidence of development of professional practice. • WHS is well managed. • Other duties are performed in a satisfactory manner.
13. Key Relationships & Communications		
1. Taree Area Manager s	<ul style="list-style-type: none"> • On a daily basis if required for information, clarification, support and advice. Monthly for operational supervision. 	

2. Administration staff	<ul style="list-style-type: none"> Daily for the changing prioritisation of administrative work across the region.
3. Children, young people, parents & families	<ul style="list-style-type: none"> Interact with each of your allocated families at least once per week at times convenient to family life to conduct the evidence-based model of practice/group programs.
4. Earlier Intervention team & counsellors.	<ul style="list-style-type: none"> Regular interaction to ensure safety, establish and maintain positive work ethic and practice including regular supervision.
5. Schools, community organisations and external stakeholders	<ul style="list-style-type: none"> Regular contact regarding referrals to engage, assess, review, & deliver outcomes for the children and young people & their families.

14. SIGNIFICANT CHALLENGE

What?	Why?
1. Working in a rural community in an environment of demanding workloads, challenging situations and practical and emotional stressors.	<ul style="list-style-type: none"> The nature of working with trauma in families and the subsequent complex family dynamics. Engaging & reconnecting extended family & Community Services can be challenging in order to achieve outcomes within a set timeframe.
2. Change Management	<ul style="list-style-type: none"> The program, structure and position description are undergoing significant change and growth both within the sector and internally.

15. EMPLOYMENT CONDITIONS

All CatholicCare employees are required to participate in performance management, in accordance with our policies and procedures.

In line with our values, all CatholicCare employees are offered appropriate education and development opportunities, some of which may require compulsory attendance.

16. LEGISLATION & CATHOLIC CARE POLICY

Occupants must:

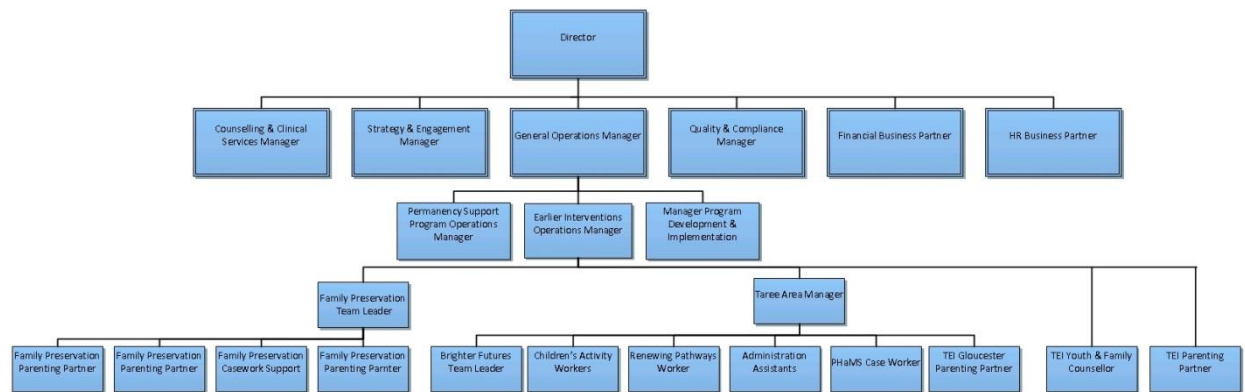
- Abide by the laws of the Commonwealth of Australia and NSW and the policies of CatholicCare. Any criminal or civil action taken against the occupant must be reported immediately to the Director/HR Manager;
- Have a current NSW Driver Licence;
- Take reasonable action to familiarise himself / herself with CatholicCare policies and procedures, and compliance with WH&S laws and regulations;
- Not take advantage of their role in CatholicCare for personal gain;
- Take responsibility for their personal safety and the wellbeing of other employees, clients, contractors and other visitors to CatholicCare; and,
- Only make decisions within their delegated responsibilities.

17. EXPECTED EMPLOYEE BEHAVIOUR

Employees must:

- Display a commitment to the Mission, Vision & Values of CatholicCare
- Display respect for themselves and their colleagues
- Have a commitment to teamwork and contribute to the team and organisational performance by seeking ways to continually improve
- Work with residents/People We Support in line with relevant legislation
- Attend staff meetings and compulsory education when required
- Maintain confidentiality and exercise discretion in relation to all CatholicCare matters and personal information concerning colleagues and residents / People We Support

18. ORGANISATIONAL CHART *The below org chart is an example only*



Position Description last reviewed:	02/09/2020	Next review due:	02/09/2021
Occupant Name:			
Occupant Signature:		Date:	