

POSITION: **Youth Worker – Living Learning**
REPORTS TO: **Engagement Team Leader**
LOCATED: **HHA - Multi Campus Locations - Melbourne CBD, Prahran, Sunshine**
DATE CREATED: **July 2022**

ORGANISATIONAL ENVIRONMENT

Melbourne City Mission (MCM) is a leader and innovator in the provision of services to the community. Established in 1854, Melbourne City Mission is a non-denominational organisation that supports thousands of Victorian people and communities to overcome barriers and disrupt disadvantage to live their life, their way.

As a service provider Melbourne City Mission's work is focussed on supporting people to take charge of their own lives and participate fully in community life. Melbourne City Mission's service profile includes: Children, Youth, Adult and Family; Disability; Employment, Education and Training; Homelessness; Justice; and Palliative Care.

As a social change agent Melbourne City Mission advocates for social policy change and works across all sectors in seeking to achieve sustainable outcomes for communities experiencing disadvantage.

The Hester Hornbrook Academy (HHA), formerly Melbourne Academy, is an Independent school run by Melbourne City Mission (MCM). The Academy was established to provide supportive and flexible learning programs with a strong focus on reengagement and wellbeing. Our aim is to reconnect young people with education and training and empower them to use these tools to build a positive future. Building on the evidence of what works, we provide both wellbeing and education supports to help people achieve their goals. Our classrooms are designed to support young people who have faced barriers to learning in the past.

JOB CONTEXT

Living Learning is Melbourne City Mission's first outcomes funded program under a Social Impact Bond (SIB) structure. The Victorian Government's Partnership Addressing Disadvantage (PAD) contract and the Implementation Agreement (IA) along with the associated operating manual outline the program and the funding model for Living Learning.

Living Learning works with young people who are persistently not in employment education or training (NEET) and who have a mental health condition. Through the supports offered by Living Learning (mental health supports, Key Worker supports and specialist education supports) the aim of the program is to re-engage young people into HHA, to stabilise their mental health and work with them over three years to achieve various cost savings for government and education and health success for the young people.

Social Impact Bonds are a relatively new funding model in Australia and Victoria, are highly scrutinised and have a high level of reporting expectations to funders and the wider sector.

JOB PURPOSE

The (Youth) Key Worker position is required to actively engage with students, conduct needs and risk assessments and planning with the multidisciplinary team, and provide a case management service response.

The role, as part of a multidisciplinary student support team, aims to keep Living Learning students engaged with their education at HHA. This includes providing referral support for students to deal with any barriers they are facing to engaging and achieving in their education and providing outreach support and transport to students when required.

JOB OBJECTIVES

Duties of this role may include but are not limited to the following:

- Work with the Living Learning team, HHA and service providers to provide effective strategies for young people who have complex needs.
- Provide high quality case management and support to vulnerable young people who are referred to the Living Learning program.
- Work with clients within a multidisciplinary team to build the capacity of clients to improve their wellbeing and build self-resilience through linkages to education, training and employment.
- Maintain and develop effective partnerships with a wide breadth of services including specialist and mainstream services in youth, family, employment, training and disability.
- Undertake an intensive initial multi-faceted, multi-disciplinary situational needs, risks and service assessment, and review on an ongoing basis.
- Convene multidisciplinary care teams to develop care plans and coordinate identified services.
- Provide in-home or community-based support to student to support their engagement and access to services – to reinforce changes made through work with other services.
- Implement related data management systems, complete regular reporting, data collection and record keeping.
- Empower clients through referrals and by assisting them to develop skills and strategies to address their own issues.
- Facilitate access to the service through the provision of an active and assertive outreach model of practice.
- Provide tailored and appropriate responses to young people who are from culturally and linguistically diverse backgrounds and/or have learning difficulties.
- Work jointly with other services to ensure the needs of clients are being fully addressed.
- Maintain awareness of resources and services available to clients.
- Provide information to services and the broader community about the program as required.
- Regular travel between HHA campuses and MCM sites is required.
- Participate in, meetings, debriefing, supervision, training, and forums.
- Ensure services are delivered within the framework of MCM's and HHA's policies and procedures, legislative requirements, and meet the relevant service standards.

- MCM is committed to the safety of its clients and employees, taking a zero-tolerance approach to violence within the workplace, abuse, including child abuse and abuse of people with disability. All employees are required to comply with the Child Safe Standards.
- Perform other duties and responsibilities, as directed by the Engagement Team Leader or delegate.

KEY RELATIONSHIPS

This position may have relationships with a diverse range of MCM employees, external service providers, organisations and stakeholders within the community, with the view to providing the most appropriate and effective services and supports to the people they support. Examples of key relationships are detailed in the following table:

Internal Relationships	<ul style="list-style-type: none"> • Living Learning and Hester Hornbrook Academy staff • Living Learning and Hester Hornbrook Academy students • Other MCM staff
External Relationships	<ul style="list-style-type: none"> • A range of other social services support organisations as required • Community support organisations, including Child Protection, Police, Hospitals

KEY SELECTION CRITERIA

Essential:

- A Bachelor qualification in Social Work, Youth Work, Occupational Therapy, Psychology or a related tertiary qualification.
- Demonstrated experience working within a case management framework.
- Understanding of mobile and assertive outreach support and interventions.
- Understanding or experience working with young people at risk or experiencing homelessness and disengagement from education, including knowledge of trauma informed approaches.
- Strong ability to actively and assertively engage young people with complex needs.
- An extensive understanding of the relevant service system with knowledge of patterns, trends and systemic issues, and principles in working with at risk young people.
- An understanding of the available resources for at risk young people.
- Highly developed skills and experience in risk and needs assessment and risk management.
- Knowledge of the legislative requirements when working with at risk young people.
- An understanding of the requirements for ensuring child safety.
- Excellent communication and problem-solving skills encompassing interpersonal, verbal and written, and negotiation skills.
- *Provide First Aid* certificate (formerly First Aid Level 2).
- Computer literacy, including proficiency in the Microsoft suite of programs
- Strong organisational skills, proven flexibility, adaptability and able to respond and adjust easily to change in work demands.

- Satisfactory completion of safety screening including a National Police check, International Police check (if required), a current Victorian Working with Children Check (Employee), current Victorian Drivers Licence, and the right to work in Australia.

HEALTH & SAFETY REQUIREMENTS

MCM is committed to the safety of its clients and employees, taking a zero tolerance approach to violence within the workplace and abuse, including child abuse and abuse of people with disability. All employees are required to comply with the Child Safe Standards.

MCM's strategy is to create a working environment in which we have zero tolerance for compromised worker safety. As an employer we endeavour to provide a working environment that is safe for all employees and clients and adheres to Occupational Health & Safety regulations as an employer.

As an employee, you also have Occupational Health & Safety responsibilities as follows:

- To comply with all MCM policies related to Occupational Health and Safety in the workplace.
- Take reasonable care of your own health and safety in addition to the health and safety of your colleagues and clients who may be affected by your acts or omissions in the workplace.

LEADERSHIP CAPABILITY FRAMEWORK

In addition to the key selection criteria, applicants should be able to demonstrate the following attributes:

KEY AREA	BEHAVIOURAL CAPABILITIES
PARTNERSHIPS	<p>Customer Focused We do our best work when we understand people, and enable them to direct their own lives. We partner with others to provide access to what they need locally.</p>
PARTNERSHIPS	<p>Influence & Persuasion Delivers a compelling message to gain support for ideas or projects. Acts to influence outcomes for the benefit of the people we work with.</p>
PARTNERSHIPS	<p>Collaboration & Cooperation Seeks to find the right solution for all. Stays connected, and works together with colleagues and customers to achieve great things.</p>
PARTNERSHIPS	<p>Resolves Disagreements Addresses and resolves conflict constructively. Defuses dispute to achieve mutually beneficial outcomes for all parties.</p>
PARTNERSHIPS	<p>Credibility & Integrity Establishes credibility and trust in the eyes of clients, colleagues, regulators, funders and partners. Is recognised being principled and as having expertise as a leader.</p>

REPUTATION	Provable Results Is accountable. Delivers measurable outcomes. Driven and energetic; striving to meet targets and quality outputs for customers and colleagues.
REPUTATION	Disrupting Disadvantage Promotes fairness, and seeks to provide added advantage and opportunity to those who would normally be disadvantaged.
REPUTATION	Spreading the Word 'Sells' rather than 'tells'. Takes every opportunity to promote MCM, its services, purpose and philosophy.
REPUTATION	Doing the Right Thing Manages resources wisely to deliver sustainable value for service uses and those who contract those services. Looks to reduce waste and duplication of effort.
REPUTATION	Doing Our Best Follows a 'right first time' approach. Sets and expects high standards as a mark of MCM's reputation.
PEOPLE	Resilience & Bounce Back Deals effectively with unexpected challenges and adversity. Quickly recovers to take a positive stance to set backs and disappointments.
PEOPLE	Wins Hearts & Minds Contributes to an environment where people want to do their best work, and show commitment to the One MCM Purpose and Philosophy.
PEOPLE	Builds Capability & Realises Potential Plays an active role in their own and others' development. Encourages and inspires others to realise ambitions and potential.
PEOPLE	Challenge & Change Forward thinking. Challenges the status quo and looks for innovative solutions to how MCM can make a positive difference.
PEOPLE	Safety First Always puts safety first. Creates a safe, healthy and caring workplace that is expressed in all operational activities and interactions with others.

OUR VALUES

Employees are expected to commit to and demonstrate MCM's values:

We are inclusive and accepting of difference.

Together We work in highly effective teams and our people are connected across our organisation.
We engage proactively with others to deliver outcomes.

We speak up constructively in line with our convictions.

Courageous We pursue our goals with determination.
We are passionate about our advocacy role.

We are inquisitive and ask why.

Curious We challenge the status quo.
We actively explore the alternatives.

We are transparent and have genuine, honest interactions.

Open We listen and hear people's voices.
We value and respect the autonomy of clients.
We trust one another.

We act safely in all our interactions.

Accountable We manage within our financial and resource boundaries.
We own our outcomes and decisions.
We are proud of the work that we do.