

# Youth Advocate

## Phoenix Program - Youth Justice Project

### Women, Children & Families



#### Who we are

Micah Projects is a community based, not-for-profit organisation with a vision to create justice and respond to injustice at the personal, social, and structural levels in church, government, business, and society.

Micah Projects subscribes to the principle of non-discrimination that seeks to guarantee that human rights are exercised without discrimination of any kind based on race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth, or other status such as disability, age, marital and family status, sexual orientation and gender identity, health status, place of residence, economic and social situation.

We believe that every adult and child has the right to a home, an income, healthcare, education, safety, dignity, and connection with their community of choice.

**Work Health and Safety** Everyone has a right to feel safe at work, and Micah Projects is committed to minimising the risk to any staff member, student, volunteer, contractor, consultant, and Board Member within the organisation. We work collectively to comply with the *Work Health and Safety Act 2011*.

#### What we do

Micah Projects works to break down barriers that exclude people from housing, healthcare, employment, and meaningful connections, and to give people a voice.

We support individuals and families including children to resolve crisis, break social isolation, have a home, access health and community services, and build a community.

We provide a range of support and advocacy services to individuals and families according to their needs. We ensure the immediate needs of participants are met in a supportive, informed, safe, and respectful manner.

**Equal Opportunity** Micah Projects is an equal opportunity employer and promotes access to employment to individuals from a diverse range of social and cultural groups. We acknowledge the First Peoples of Australia as the traditional owners of this land and support their right to self-determination and cultural expression. We recognise that Brisbane is a diverse community and acknowledge the needs of individuals, families and communities relating to age, gender, disability, sexuality, and economic status.

**Working together** It is important to Micah Projects that people feel welcome, have choices, and do not experience discrimination when working with Micah Projects.

It is our aim to work with participants, each other, and our partners to respectfully share knowledge, ideas, resources, and skills in order to improve the service for the people we support, and the people who work as part of Micah Projects.

**Child Safe and Vulnerable Adult Safeguarding** Children and young people are entitled to live in a caring and nurturing environment and to be protected from harm and exploitation. Micah Projects is a child-safe and child-friendly organisation that prioritises the safety and wellbeing of children and young people. We actively provide guidance for management, staff, and others in identifying and responding to concerns about the abuse or neglect of a child or young person in contact with the organisation.

We extend these principles to create safe services for all participants we work with.

# Position Overview

<b>Position Title</b> Youth Advocate	<b>Team</b> Pheonix Program – Youth Justice Program
<b>Reports to</b> Program Coordinator CYP	<b>Line Manages</b> N/A
<b>Employment Status</b> Part Time, Fixed Term	<b>Hours of Work (per week)</b> 30.4 per week ( 4 days)
<b>Classification/Award</b> Level 4/5, SCHADS 2010	<b>Talkin</b> Cluster Lead
<b>Based at</b> Hawthorne	<b>Backup when absent?</b> CYP and Family Pathways
<b>Pheonix Program – Youth Justice Project</b> <ul style="list-style-type: none"><li>This program will engage with young women aged 13 – 17 years who are reported as using or at risk if using violence in a family relationship. Support will be provided through weekly group sessions and one to one connections. The project will have a focus on developing healthy &amp; safe relationships, providing psychosocial education, providing knowledge and access to other service providers to meet any identified holistic needs, such as general / sexual/ mental health, alcohol and other drug issues.</li><li>This is a 6 month pilot project funded by Youth Justice – Community based Crime Action grants</li></ul>	

# Position Description

## As a Youth Advocate you will...

engage with young women aged 13 – 17 years who are reported as using or at risk of using violence in a family relationship. Support will be provided through weekly group sessions and one to one connections. Referrals will be received from QPS, Youth Justice, Child Safety and other Micah Projects teams.

You will provide multi-coordinated responses and building relationships with young people and external stakeholders to achieve positive outcomes.

## Stakeholder Relationships

### External

- Department of Child Safety
- Youth Justice
- Community Organisations
- Service Providers
- Participants

### Internal

- Organisational Services
- Other Micah Teams

## Key Responsibilities

- Undertake case work support to young women through an assertive outreach approach to engage young women at home, education, community spaces
- Provide group work once per week at a Micah projects venue (tbc)
- Provide transport to sessions, appointments and group.
- Provide high level professionalism, sensitivity, and responsiveness to the needs of internal and external people/partners.
- Joint coordination with other key workers, such as Youth Justice and Child Safety caseworkers and other involved service providers. This includes attending team meetings and training sessions.
- Work in cooperation with the team and other partnering service providers to access services to meet the individual needs and requirements of the young women.
- Provide direct support and advocacy as part of coordinated planning process with young people.
- Be prepared to engage in training involving ICT
- Maintain culturally appropriate practices in delivering services.
- Attend and actively participate in team and other meetings as requested.
- Accountable and responsible for making sure that organisational data and records are accurate, complete, and consistent, and used in accordance with policies and procedures.
- Commitment to child and vulnerable adult safeguarding.
- Perform other duties as assigned by Supervisors.

- Commitment and contribution to a safe workplace as per the Work Health and Safety Act 2011.

## Key Challenges

### Key Challenges of the role includes....

- While performing the duties of the role, you may be working with people with varying degrees of trauma and/or under the influence of substances which may result in signs and symptoms of frustration, distress, and elevated behaviour responses.
- Ability to negotiate with emotionally heightened people, using de-escalation skills.
- Exposure to distressing or sensitive information.
- Managing a workload with deadlines and competing commitments and priorities which require negotiating and re-prioritising own work.
- Ability to undertake physical activities involved in a community-based environment including lifting, bending, squatting, pushing, pulling, trunk twisting, kneeling, standing, driving, and sitting for a duration.
- Biological Hazards – contact with body fluids, bacteria, infectious diseases.

# Criteria and Conditions

<b>Criminal History Screening</b>	<input checked="" type="checkbox"/> National Police Certificate	<input checked="" type="checkbox"/> Blue Card		
	<input type="checkbox"/> Yellow Card	<input type="checkbox"/> APHRA Registration		
<b>Driver's License</b>	<input checked="" type="checkbox"/> Essential	<input type="checkbox"/> Desirable		
<b>Travel</b>	<input checked="" type="checkbox"/> Essential	<input type="checkbox"/> Desirable		
<b>Assets Provided</b>	<input checked="" type="checkbox"/> Work Computer	<input checked="" type="checkbox"/> Work Phone	<input checked="" type="checkbox"/> Pool Vehicle	<input type="checkbox"/> Packaged Vehicle

## Essential

- Relevant certificate, diploma or tertiary qualification and extensive experience, or a combination of experience, expertise, and competence.
- Demonstrated experience working with young people with complex needs in a way that shows respect, positive role modelling and is empowering.
- Demonstrated commitment to upholding child and vulnerable adult safeguarding principles.
- Demonstrated understanding of the Youth Justice and Child Safety system including the impact of family disfunction, substance use, disengagement from education and mental illness on a young person's lifestyle and choices.
- Demonstrated ability to work as an active and supportive member in an experienced and dynamic team environment.
- Demonstrated ability to use effective communication strategies and processes involving well developed interpersonal skills, an ability to advocate effectively, documentation of assessments and individual advocacy, planned support, data collection, word, and email.
- Demonstrated knowledge and experience of working with Aboriginal and Torres Strait Islander peoples, and people with a culturally and Linguistically Diverse background.
- Demonstrated knowledge and use of IT systems including personal information and case management systems, data collection, Microsoft products.
- A positive attitude, and the ability to work flexibly and proactively in a team environment and autonomously within program guidelines with a commitment to the values and principles of Micah Projects to meet community needs.
- Demonstrated commitment to cultural diversity and a working knowledge of equity and WHS principles in the workplace.

## Desirable

- Previous experience working for a community-based organisation.
- Certificate IV in disability, mental health, community services or equivalent.

## General Conditions

- All employees are to practice the values of Micah Projects, as outlined in the Code of Conduct.
- Appointment to this position will be subject to a criminal history check, as outlined in the organisational Criminal History Screening Policy. All employees are required to cover the cost of this.
- All employees are to have valid working rights in Australia.
- All employees must utilise Micah Projects systems to facilitate the quality of the organisation's work and services. This includes, but is not limited to, Microsoft Office suite, Quality, Human Resource, Finance, Data and Case Management Systems.
- Employment in this position is subject to continued funding.
- Employment may involve work or training outside of normal business hours.
- All employees will comply with Workplace Health and Safety legislation as outlined in organisational policy and procedures.
- All employees are required to engage in support and coaching through the organisational performance development system.

## Acknowledgement

**I have read this Position Description and understand the requirements and responsibilities of this position as part of my employment with Micah Projects**

**Employees Name** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

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<b>Document History</b>		<b>Version Number</b>	04
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