

# Community Living Association

## ROLE DESCRIPTION

### Community Development Worker (Youth Worker)

#### **About DEFY:**

The Developing Employment for Youth (DEFY) Program offers 13-Week Courses of Paid Work Experience, Training and Personal Development alongside dedicated case support to young people aged 15-24 who face barriers to employment. The aim of DEFY is to create space for our DEFY team to safely explore their goals and abilities, develop their skills and capacity, and find belonging and confidence through community.

At DEFY, we understand the importance of employment and how this is often out of reach for young people at risk, especially those living with disability, financial hardship, impacted mental health, homelessness, exclusion from education, interactions with child safety and youth justice, domestic and family violence, and other intersections. We aim to work alongside young people to overcome challenges so that they can focus on and work towards their employment-related goals.

#### **Purpose of the position:**

DEFY Team currently consists of three workers; Youth Co-op Co-ordinator (currently filled) and two CD Workers who share project tasks including reaching out and connecting with potential Youth Co-op participants and their networks; and developing and facilitating a paid work experience, training, and personal development program with young people.

DEFY goals are to work with young people who require support in exploring employment goals. DEFY is a joint activity of Community Living Association and Nundah Community Enterprises Co-op.

Community Living Association is a Developmental Organisation that works with young people with complex support needs and has worker with its constituencies to create innovative responses to issues. These have included IYHG (a person with a disability-controlled housing company), WWILD-SVA (a sexual assault response and prevention service), Nundah Community Enterprise Co-op (a Workers Co-operative) and a range of other People's Organisation.

#### **Characteristics and Features**

- Exercise initiative and judgement in identifying, planning, implementing, and evaluating the project
- Work independently to conduct holistic assessments, problem-solve and respond to constituents with complex needs.
- Actively contribute specialised skills and knowledge, as outlined in the role requirements, internally and externally, and support other practitioners in the team.
- Use discipline skills and knowledge, as outlined in the role requirements, to work with young people engaged in multiple and complex systems, eg. NDIS, Child Safety, Youth Justice/Criminal Justice, Housing, Centrelink, Health, Mental Health
- Manage time, set priorities, plan, and organise the work, engage in professional supervision, and supervise other staff/students as required.
- Advocate, coordinate and communicate effectively with internal and external stakeholders in complex systems.
- Engage in critical reflection individually, and as part of a team, to develop practice and practice responses to enhance outcomes for constituents.

- Work both autonomously and in collaboration with the project team, steering group and external stakeholders.

### **Duties and Responsibilities**

- Collaborate with current CD workers who facilitate the program and do case work for young people
- Work to network and build pathways towards young people's desired employment and/or education goals
- Outreach to young people
- Developing relationships
- Listening
- Being useful to young person and providing holistic support
- Project development as member of the delivery team
- Supporting young people to move onto next steps.
- Supporting young people around barriers they face in relation to employment
- Help to develop a successful / sustainable Youth Co-op enterprise
- Potentially engage in some physical labour alongside young people engaged in training and work tasks.
- Consult on learnings with colleagues and project team
- Apply, and contribute to the development of, CLA's Practice Framework, the Team's Practice Framework, and CLA's Policies and Procedures in the work, to ensure best practice and to 'champion' the rights, needs and hopes of the service users we work with.
- Represent CLA in forums and networks, advocating with, or on behalf of, service users, to improve their opportunities and outcomes.
- Participate in regular and ongoing supervision, professional development, and critical reflection.
- Respectfully and actively participate in weekly team meetings and contribute to a positive work environment.
- Share administrative responsibilities (e.g., taking referrals, reception duties, locking up and recording at team meetings).
- Maintain record keeping such as case notes, minor expenditures, report writing and assist the Steering Group with collecting and analysing organisational data and reporting.
- Work autonomously to fulfill the requirements of the role.
- Work collaboratively with your team members, and other staff across the organization, as required.

### **Knowledge and skills**

Core elements of our Developmental Practice are empowering individual and group decision making, supporting the strengthening and development of relationships at both individual level but also through group coming together for collective activity. Supporting people to individually and as groups gain control over money and resources, supporting individual and group knowledge development.

- Developmental Practice (CD) understanding and approach.
- Confidence and skills to engage in outreach and connect with young people and their networks.
- Deep listening skills.
- An understanding and commitment to relationship-based practice.
- Program planning and design.
- Commitment and ability to engage constituencies in planning and design.
- Understanding of behaviour and not taking negative behaviours of others personally.
- engage in some physical labour alongside young people engaged in training and work tasks.
- Creativity -singing, dancing, artistry, storytelling welcomed.
- Need to have holistic analysis and view of the work
- Ability to ask questions and seek guidance.
- Experience of business and/or social enterprise operations valuable though not essential.
- Ability to gain and communicate a basic knowledge of social enterprise operations is required.
- Sound knowledge and skills in working with people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islanders, and the LGBTIQ community.

- A commitment to social justice and an ability to use advocacy skills in practice, where applicable.

### Qualifications & Requirements

- Bachelor of Social Work or equivalent degree.
- Blue Card and NDIS Worker Screening Card
- 3 doses of a Covid-19 vaccination
- Driver’s License and use of own vehicle for work purposes (mileage reimbursed as per SCHADS Award).

### Accountability

- Day to day line of authority will be Youth Co-op Co-ordinator (Dan Allport)
- In accordance with the Staff Supervision and Staff Development Policy, regular weekly supervision will occur with Morrie O’Connor for the initial 6 months, and then move to monthly as per CLA Policy.
- This position will report to a Steering group consisting of the CLA Coordinator, the NCEC Coordinator, the ARROS Team Leader, the Youth Co-op Coordinator and the Project supervisor.
- Probation period 6 months.
- Employees are required to follow CLA’s Policy and Procedures and statutory requirements.
- Workers will be supported with opportunities for ongoing professional development.

### Risk Assessed Role Proforma

Does the role perform Specified Service or Support (as per NDIS list), which category does it fall under?	No	
Consider the amount of contact and opportunities the role requires to do harm	Frequent contact with NDIS participants as part of the provision of the project, although the young person may not be using NDIS funding to access the project.	
Does the role provide access to confidential constituent information?	Yes	
Does this role require a safety clearance?	Blue Card  Yes	NDIS Worker Screening Clearance  Yes
Role assessment completed by:	Date: 29.07.2023	Name: Tania Lawrie

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## Selection Criteria

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In applying for this position, you will be required to write a concise description of your understanding of:

- Complex support needs: Provide an outline of the key practice principles you bring to working with young people with complex support needs.
- Expertise in how to effectively work with groups.
- Developmental work.
- Working effectively with systems.
- Outline your academic qualifications.
- Do you have a blue/yellow card.
- Driver's License and use of own vehicle for work purposes when required (mileage reimbursed as per SCHADS Award).