

## Youth Justice Project Coordinator

### Employment Package

Thank you for your interest in applying for a position with Deception Bay Community Youth Services (DBCYP). DBCYP is an equal opportunity employer and as such, the following information is provided to ensure that all applicants have an equal opportunity for preparing their applications. It is important that your application meets the requirements of this document.

#### ORGANISATIONAL PROFILE

Deception Bay Community Youth Programs Assn Inc (DBCYP) is a not-for-profit community organisation that provides whole of life support for young people, children and their families in Deception Bay. As a community based organisation with a 25 year continuous service history, we have a rich connection to the Deception Bay community and a strong locality focus on improving social outcomes for this area. Our programs and activities focus on improving the situations for people in Deception Bay by

- Addressing complex needs associated with social disadvantage;
- Improving education and employment outcomes; and
- Improving people's quality of life.

DBCYP is committed to continuing to deliver a service that is relevant, appropriate, and of high quality to our community, and to creating an enterprising organisation that is driven by innovation, and that is financially sustainable.

As an Incorporated Association DBCYP is governed by a dedicated and experienced Board. DBCYP is a registered Charity, accredited under the Human Services Quality Framework. Please refer to the DBCYP website [www.dbcyp.org.au](http://www.dbcyp.org.au) for information about the teams and programs.

#### YOUTH SERVICES

DBCYP's Youth Services offers a holistic range of programs that move from engagement, to immediate needs through to planned support. These services are available to young people 8-24, who may be experiencing disadvantage, social and/or economic exclusion, mental illness and complex needs, some of whom are or have been clients of the Child Protection System or Youth Justice and are making the transition to independence.

The Youth Services program interacts with a range of mainstream and specialist youth, family, health and social support services and statutory services. It is critical that the program maintains and further develops partnerships and networks with a variety of organisations to ensure a holistic response to meeting client needs. The Youth Service programs operate with and receive referrals from internal DBCYP teams and external partner organisations to deliver programs and support to young people.

Vitaly, our Youth Services Team are also building their understanding and capacity to address and use digital media and technology in their work with young people. We believe that quality youth work that meets young people's needs must, in our current environment, include digital considerations, and that we need to enhance and innovate youth work practice through the use of digital technology and media.

## **PUSH! Youth Justice Project**

The PUSH! Project is funded through the Youth Skills stream of the State Government's Skilling Queenslanders for Work initiative, and specifically targets young people who are engaged with Youth Justice Services or Queensland Corrective Services.

PUSH! acknowledges that employment reduces re-offending, contributes to health and well-being, and provides a route out of poverty. We aim to support young people to identify positive pathways for their future through personal development, education and employment goals.

The PUSH! Program provides a flexible personal and vocational development program using non-traditional settings to engage and support young offenders to obtain their qualification and move towards positive life destinations. The program's central vocational focus will be on maintaining and recycling bicycles – skills that can have a positive impact on both the participants and the communities they live in! Whilst the project is funded under an employability banner, it will sit within our Youth Services Team to ensure the strongest links to relevant partners and youth mental health practice models.

## **THE POSITION DESCRIPTION**

The Position Description is attached and should be read carefully as it details the requirements, duties and knowledge and skills for the position.

## **YOUR APPLICATION**

The application should be in word or PDF format and is to include the following:

- a) your resume / curriculum vitae
- b) the names, positions and telephone numbers of two referees who can comment on your competency in regard to the selection criteria, one of whom must be your current line manager.
- c) a cover letter (max 2 pages) that explains why you're interested in the role and your relevant experience to date

<b>For further queries about the position please contact:</b>	Megan Ogle Youth Services Team Leader
<b>Phone:</b>	0421 457 133
<b>Email:</b>	<a href="mailto:megan@dbcyp.org.au">megan@dbcyp.org.au</a>

**Applications close at strictly 10am Monday 3<sup>rd</sup> May 2021**

**Applications should be emailed to [jobs@dbcyp.org.au](mailto:jobs@dbcyp.org.au), or through the job platform application platform, using the subject line: Youth Justice Project Coordinator**

*Attachments must be in pdf or Word format.*

## POSITION DESCRIPTION

<b>Position title:</b>	<b>Youth Justice Project Coordinator</b>		
<b>Program/Team:</b>	Youth Services Team		
<b>Employment type &amp; hours:</b>	Minimum 25 hours per week		
<b>Award conditions:</b>	Social, Community, Home Care & Disability Services Award 2010	<b>Remuneration:</b>	Level 4
<b>Working from:</b>	Deception Bay		
<b>Reporting to:</b>	Youth Services Team Leader		
<b>Probation period:</b>	6 months		
<b>Primary purpose of position:</b>	<p>The Youth Justice Project Coordinator will take specific responsibility for managing the PUSH! Youth Skills initiative. You will develop and provide all operational aspects of the project, designing an activities based program that will optimise sustained engagement of participants, including access to internal and external supports.</p> <p>You will engage and case manage the young people referred to the project, and lead integrated community case management processes for each participant with the objective of reducing and ceasing offending behaviour. Using trauma informed, relational practice models, you will support participants to recognise their current strengths and to identify and address their specific barriers to move towards positive life destinations.</p> <p>You will establish and service a Project Reference Group, including Youth Justice and relevant local services, to inform the referral process and ongoing monitoring and evaluation of the project. You will liaise with the RTO on delivering the Foundation Skills qualification to ensure links with all developmental project activity.</p>		

<b>KEY RESULT AREAS - Role and Responsibilities</b>	
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>• Source referrals for young people who have been in touch with the youth justice system and are eligible for the program;</li> <li>• Work closely with referring agencies to assess and engage with participants;</li> <li>• Develop Community Case Management approaches with relevant stakeholders suited to each participant to manage their ongoing engagement with the program;</li> <li>• Assess each participant's change readiness, including major barriers (psychological, structural and behavioural) and their general attitude towards positive destinations;</li> <li>• Support participants to understand their own barriers, and to set achievable goals to address them through an action planning process;</li> <li>• Support client's choices to access in-house and external workshops, courses or other development activities, providing supported introductions where needed;</li> <li>• Develop and facilitate skills and learning courses and workshops;</li> <li>• Acknowledge and celebrate clients' successes</li> </ul>
<b>Partnerships</b>	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships with service partners related to at risk and disengaged young people, particularly in the areas of youth justice, law enforcement, children's services, mental health, employment, and crisis issues;</li> <li>• Engage and manage a Project Reference Group;</li> <li>• Participate in and represent the program in local community events and relevant networks, forums etc, to promote program impact, develop branding and grow program reach;</li> <li>• Liaise and consult regularly with young people, local communities, professionals, service providers and referral services to ensure our programs / services are meeting local needs and proactively identify and resolve issues;</li> <li>• Maintain stakeholder relationships and the local reputation of DBCYP to a high standard.</li> </ul>
<b>Operations &amp; Programs</b>	<ul style="list-style-type: none"> <li>• Provide accurate and timely case notes;</li> <li>• Maintain up to date client records;</li> <li>• Report regularly using relevant reporting tools, in particular contributing to monthly reports;</li> <li>• Attend and participate in Youth Services and LPW team meetings;</li> <li>• Take on other tasks as requested by the Youth Services Team Leader;</li> <li>• Carry out all duties in accordance with DBCYP's policies and procedures, vision and values.</li> </ul>

<b>Knowledge, Skills &amp; Abilities</b>	
Experience & Skills	<ul style="list-style-type: none"> <li>• Experience in the provision of assessment, case management support and advocacy, particularly in relation to disadvantaged youth and youth justice, across diverse cultural backgrounds;</li> <li>• A proven commitment to social justice principles and a working knowledge of the rights of young people;</li> <li>• Highly developed critical thinking, problem solving and risk management skills and the demonstrated application of these in a busy frontline service;</li> <li>• Ability to manage competing priorities and complex scenarios and to communicate these effectively with others;</li> <li>• Highly developed communication and interpersonal skills with a demonstrated ability to build effective partnerships and networks, and negotiate and influence internal and external stakeholders;</li> <li>• Knowledge of relevant legislation, especially Working with Children, and an ability to work within a legislative framework;</li> <li>• Experience in a range of digital media and technologies, such as webchats, online program delivery, email, social media, and their application to youth work practice;</li> <li>• Knowledge of child protection issues and commitment to upholding the child protection processes.</li> </ul>
Education, Qualifications, Checks and References (Mandatory)	<ul style="list-style-type: none"> <li>• A Tertiary qualification in Social Work, Youth Work Human Services, Social Science, Psychology or similar. (Please note – Tertiary required for Level 4)</li> <li>• Current Queensland driver’s licence (preferably manual)</li> <li>• Working with Children Suitability Positive Notice (Blue Card).</li> <li>• Two relevant referees, including current or most recent manager.</li> </ul>
Personal Attributes:	<ul style="list-style-type: none"> <li>• A growth mindset that will motivate and contribute in a positive way to the health of the team and the organisation.</li> <li>• Ability to work independently exercising a high degree of initiative, judgement and decision making.</li> <li>• Strong analytical skills</li> <li>• Emotional Resilience</li> <li>• Personal drive and integrity.</li> <li>• Consultative and collaborative working attitude.</li> <li>• Commitment to a learning culture and ongoing professional development.</li> </ul>