



POSITION DESCRIPTION

Title:	Personal Advisor – Premiers Youth Initiative
Enterprise Agreement:	Community Sector Multiple Enterprise Agreement 2009
Classification:	Social and Community Service Worker Level 5
Usual work location:	Campbelltown NSW 2570
Cost Centre:	474
Usual hours of work:	Full-time (76 hours)
Position Objective:	Assist young people to develop the capacity to independently manage crisis and change by maintain safe, secure housing, developing strong personal networks and the skills needed to navigate multiple adults support services systems.

Position Responsibilities:

- Lead and coordinate the delivery of services to meet the individual needs of each young person.
- Provide face to face support and assistance to young people
- Promote development of life-skills workshops and opportunities
- Liaise with aftercare services and government departments to access leaving care provisions
- Develop knowledge of multiple service systems to support positive client outcomes
- Administer brokerage funding to support practical needs
- Facilitate effective communication between partnerships and funding bodies
- Maintain data systems, data collection, data entry and participate in evaluation processes
- Provide supervision and support across the staff team
- Oversee and adopt a trauma informed approach to working with young people.

Key behaviours:

Client Focus

Recognises, anticipates and focuses on specific client needs and advocates on behalf of the client.

Flexibility

Recognises and responds to unanticipated events and requirements or sudden changes of priority.

Interpersonal

Establishes cooperative and productive relationships by understanding and responding to the needs of others.

Outcome focused

Identifies and accomplishes challenging objectives by doing whatever is necessary to achieve the goal.

Problem Solving

Identifies and defines problems and feasible solutions through gathering and analysing information

All Applicants to address each point of the Key Skills, Key Knowledge and Key Experience criteria:

Key skills:

- Friendly, warm and empathic manner
- Ability to build trusting, genuine relationships
- Patience, consistency, reliability and flexibility
- Ability to form a cohesive and collaborative team
- Ability to develop schedules, facilitate meetings and record outcomes
- Financial management and reporting
- Computer proficiency and data entry management

Key knowledge areas:

- An understanding of young people with an Out of Home Care experience
- An understanding of the impact of trauma on young people
- Understanding of leaving care plans and practices
- Knowledge of local community services and referral pathways

Key experience:

- Experience in an Out of Home Care service is highly desirable
- Team work and coordination

Qualifications:

Tertiary qualification in human services

Reports to:

Regional Manager

Direct reports:

Education Mentor, Transitional Support