



## **POSITION DESCRIPTION**

<b>Title:</b>	<b>Personal Advisor – Premier’s Youth Initiative</b>
<b>Enterprise Agreement:</b>	Community Sector Multiple Enterprise Agreement 2009
<b>Classification:</b>	Social and Community Service Worker Level 4
<b>Usual work location:</b>	Campbelltown NSW 2570
<b>Cost Centre:</b>	474
<b>Usual hours of work:</b>	Full-time (76 hours)
<b>Position Objective:</b>	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:**

- Support 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
- Advocate for 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
- 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 work as a cohesive and collaborative team
- Ability to develop schedules, facilitate meetings and record outcomes
- 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:**

- Two years' experience in case management is essential
- Experience working in a team work and coordination experience desirable.

**Qualifications:**

Diploma or Degree in human services fields essential

**Reports to:**

**Senior Personal Advisor**