Information Package

Residential Youth Worker (Transitional Housing)

8 positions, permanent part-time!

Thank you for considering Veritas House as your next employer. We are a vibrant, independent, community-based not-for-profit organisation with a specific focus on supporting vulnerable children, young people and their families. Veritas currently delivers services in Permanency Support (formerly Out of Home Care), Youth Specialist Homelessness Services (SHS), Non Placement Support (NPSS), Targeted Earlier Intervention (TEI), Homeless Youth Assistance Program (HYAP) and, Supported Independent Living (SIL), Transitional Housing and Premier’s Youth Initiative. The majority of our funding is provided by the Department of Communities and Justice.

This Information Package is designed to tell you more about the role, identify the selection criteria we will be using to select the right candidate, and explain the application process.

Benefits of working with Veritas House

Veritas House is based in the Central West of NSW, with offices in Bathurst, Orange and Dubbo. As an organisation, we are committed to our values:

- Compassionate
- Innovative
- Inclusive
- Individualised
- Culturally sensitive, and
- Fair and honest

If you work with us, you will enjoy:

- Up to $15,900 tax free salary packaging per annum;
- Exposure to a range of client situations that will develop your skills and allow you to work to your strengths;
- Time and support for clinical supervision;
- A strong, strengths-based culture that values what you do well and will work with you to grow;
- The opportunity to develop your career in an expanding service;
- The chance to make a contribution within the community you call home

If you believe you meet the selection criteria, find that our values resonate and are passionate about our mission of providing values based and child-centred care, advocacy and support in Central Western NSW, we’d like to hear from you.
Position Advertisement

Residential Youth Workers (Transitional Housing)
8 positions in Bathurst, permanent part-time!

Veritas House is a vibrant, not-for-profit, community-based organisation with a specific focus on supporting vulnerable children, young people and their families.

We have an amazing opportunity for Residential Youth Workers who are looking for job security, as well as the opportunity to provide a home-like environment for children and young people who are waiting for foster care placements.

- Permanent part-time, averaging 25 hours over a 24/7 roster
- Work as part of a “parenting team” in a beautiful home in Bathurst
- Company vehicle provided for all work done while on shift
- Receive ongoing clinical and professional support

Young people may exhibit trauma, behavioural and other issues or challenging interpersonal skills – these are incredibly rewarding positions that can make a difference to a young person’s future.

All employment at Veritas House is subject to a clear Working with Children Check & satisfactory National Criminal Screening.

To apply:

Full details of the position, including the selection criteria and information on how to apply, can be found in the Information Package on our website: www.veritashouse.org.au

Applications MUST include a cover letter, your resume, and a statement addressing the selection criteria.

Applications close at 9.00 am on Monday 17th February 2020.

Aboriginal and Torres Strait Islander people and people from a CALD background are warmly encouraged to apply.
How to apply for this role

These guidelines aim to assist you in submitting applications for vacancies with Veritas House. The following may assist you in preparing your application:

- Carefully read through this Information Package.
- Conduct some initial research on the organisation by browsing the website and reading key resources.
- If required, seek clarification or additional information on the organisation and/or the position.
- Decide whether you possess, and can demonstrate, your skills and experience against the selection criteria.
- When addressing the selection criteria, provide examples to demonstrate and substantiate your claims. Examples should outline a situation, identify the action you took, and summarise the subsequent result. Keep your responses concise and in addition to your resume.
- Be aware of the closing date. If, for any reason you cannot submit your application by the closing date, you should ring the contact person to see if a late application will be accepted.
- If you require any special arrangements (e.g. wheelchair access, hearing or visual aids) when attending interview, please discuss these with the contact person when the interview is being arranged.

What you need to include in your application

Veritas House uses a streamlined approach to recruitment. All applications require:

1. A Cover Letter introducing yourself and outlining your interest in the position

2. Statement addressing each of the Selection Criteria (listed on the last page of this document). Each selection criteria should be identified with a heading, followed by a paragraph providing examples of how you have met the criteria.

3. Resume/Curriculum Vitae (CV) that should include:
   a. contact details including telephone number and email address
   b. education/qualifications
   c. an employment history summary including (for each position):
      i. the employer
      ii. start and finish dates
      iii. your position/title
      iv. your responsibilities and achievements in the position
   d. professional registrations and/or memberships

You do not need to submit copies of your identification or qualifications. If required, these will be checked later in the recruitment process.

References do not need to be included in your application. Referees will only be contacted if required, and your permission to contact them will be sought first.

Submitting your application

Applications should be submitted via email (by the closing date and time) to:

employment@veritashouse.org.au
Position Description

Position Title: Residential Youth Worker (Transitional Housing)

Position Status: Part-Time, Permanent

Reports to: Therapeutic House Manager

Program: SILARS

Location: Bathurst and/or Orange (depending on house location)

Relevant Awards: Social, Community, Home Care and Disability Services Industry Award

Classification: Grade 3 Level 3.1 (depending on experience)

Requirements:
- Current driver’s licence
- NSW Working with Children Check clearance and satisfactory Criminal Record Check
- Minimum Cert IV in Community Services or Youth Work with experience, OR a Diploma or Degree in Psychology, Social Work, Criminal Justice or a related field

Veritas House Vision
Our Vision is to contribute to the creation of a socially just and caring community in which every person is safe, secure and valued.

Veritas House – Values;
The following core operating values influence the culture and public image of Veritas. They articulate ideals that the organisation aspires to hold itself accountable for and offer guidance about how the organisation behaves in carrying out its mission:
- Compassionate
- Innovative
- Inclusive
- Individualised
- Culturally sensitive and
- Fair and Honest

Primary Objective of the Veritas House SILAR programs
To provide the highest quality services in NSW, consistent with the Veritas House mission and values so that the needs of young people within the SILARs remit are met.

Primary Objective of the Position
To provide person centred, therapeutic and strengths-based trauma informed care to children and young people living in a residential setting.
Your Level of Decision Making and Authority
You are expected to:
  • Act within policy and procedure

Decisions that are made by you after consultation with your House Manager:
  • Changes to household routine
  • Changes to your roster

Decisions that are referred to your Team Leader/Manager:
  • All issues that require a sign off / approval from the Team Leader, Executive Manager or CEO;
  • Issues outside of policy guidelines
  • Complaints from children or young people
  • Requests for new business from funding bodies
  • Complaints from funding bodies

Position-Specific Roles and Responsibilities

Supervise, support and care for children and young people in a residential setting
  • Provide flexible, professional and accountable therapeutic care, supervision and support that ensures the safety and wellbeing of residents;
  • Maintaining a comfortable and safe home environment with a high standard of care and cleanliness;
  • Monitor the physical and emotional well-being of residents;
  • Assist in the development of age-appropriate living skills in the areas of meal preparation, diet, domestic chores eg. Washing, household cleaning, garden maintenance etc;
  • Facilitate personal growth including awareness of appropriate health, hygiene, sexual and personal development, self-esteem etc;
  • Where required, help to re-engage the young person with appropriate educational providers, liaise with health services and transition the young person into socially inclusive activities;
  • Key worker responsibilities if required;
  • Be a positive role model to the young people to assist them to model and learn appropriate social and life skills;
  • Transport children and young people to scheduled visits, appointments and daily transporting requirements;
  • Maintain and keep up to date all daily record keeping requirements and write reports as required ie. Daily shift overviews, communication book, incident reports, case plan summaries, shift reports etc;
  • Provide accurate and timely written reports to a high standard;
  • Attend and actively participate in all staff meetings, in-service training and external training as required;
  • Liaise with other staff and relevant professionals as required;
  • Report risk of harm concerns to House/Team Leaders According to Mandatory Reporting Guidelines

Team Participation & Work Management
  • Contribute to the ongoing development of a dynamic, creative and cohesive team;
  • Contribute to the development of solid, equitable and honest relationships that support a strong team approach and to maintain a strong work ethic in personal efficiency and effectiveness at all times;
  • Use supervision, professional development and Veritas House performance accountability
processes to enhance outcomes for children and young people.

Cultural Sensitivity and Appropriateness
- Placements and permanency plans are followed in accordance with Aboriginal and Torres Strait Islander placement principals;
- Culturally and linguistically diverse children and young people have plans in keeping with their culture;
- Demonstrate cultural awareness and appropriateness in all interactions with colleagues, clients, providers and others interacting with the service.

Accountability
- Accept professional supervision from your Team Leader/Manager;
- Maintain work records and statistical data as required;
- Work within and abide by all policies, practices and guidelines of Veritas House;
- Attend team meetings as requested;
- Have a clear understanding of confidentiality and privacy issues pertinent to service users, staff and the Agency;
- Recognise and monitor job stress and personal needs as a worker and take active responsibility for your own wellbeing in the workplace.

Work within a Legal & Ethical Framework
- All work must be carried out in accordance with current service policies, procedures, aims and objectives, common law and funding agreement guidelines;
- Maintain and ensure strict confidentiality.
- At all times demonstrate commitment to the Staff Code of Conduct.
- Comply with all relevant legislation.

Work Health and Safety
- Participate in WHS consultation and training as required;
- Actively promote safe work practices in the workplace;
- Adhere to Veritas House WHS policies and procedures;
- Report to your Team Leader/Manager and the WHS Officer any near misses via WHS Hazard Reports, or illnesses and accidents via WHS Incident Reports;

Other Organisational Requirements
- Contribute to the promotion of the organisation by networking with interagency partners and key stakeholders;
- Work as an active member of the wider Veritas House team assisting in other appropriate tasks as required, or as directed from time to time by your Team Leader or an Executive Officer;
- Ensure that your behaviour and practices support and reflect the Veritas House values and promote the organisation’s mission;
- Demonstrate a willingness to work reasonable extra hours as required for the benefit of the children, young people and the organisation;
- Ensure the effective maintenance and repair of all property, vehicles and equipment to an appropriate standard;
- Act as a role model of professional behaviour inside and outside the workplace and in the community, wherever you can be identified as a worker of Veritas House.
CONDITIONS OF EMPLOYMENT
All Veritas House workers are bound by the terms and conditions contained in the Veritas House Letter of Offer, the Position Description, the relevant Industrial Award(s), Veritas House Policies, Procedures and the Veritas House Staff Code of Conduct, as amended and as endorsed by the Veritas House Executive from time to time.

Veritas House reserves the right to vary this Position Description at any time in response to the changing needs of the organisation, and the occupant will be required to attend to other duties as directed from time to time by an Executive Officer.

ACCEPTANCE OF POSITION DESCRIPTION & CONDITIONS OF EMPLOYMENT
I have read and understood the Veritas House Employment Contract, the Position Description, and the Veritas House Staff Code of Conduct and will at all times conduct myself in accordance with the instructions and principles contained within those documents. I understand failure to do so could result in disciplinary processes which may end in termination of employment.

Signed by the employee:

______________________________________________                       ___________________
Employee name                                      Date

Signed on behalf of Veritas House by:

______________________________________________                       ___________________
Operations Manager SILARS                          Date
Selection Criteria

Essential

1. Minimum Cert IV in Youth Work, Community Services plus experience in residential work, OR Diploma or Degree in Psychology, Social Work, Criminal Justice or similar human services field

2. Experience working with challenging behaviours such as verbal and physical aggression

3. Understanding of case management model

4. Computer literate and the ability to complete all reports

5. Strong problem-solving, crisis management and interpersonal communication skills

6. Knowledge of the child protection sector and issues facing children in out-of-home care

7. Previous experience working within a residential care setting with young people

8. 24/7 roster availability

9. Current driver’s license and first aid certificate