



**Speak Out  
Dual Diagnosis Team**  
[www.weave.org.au](http://www.weave.org.au)

**Part Time Child, Youth and Family Caseworker**

<b>Position Title:</b>	Caseworker
<b>Program:</b>	Speak Out Dual Diagnosis Team
<b>Supervision Provided by:</b>	Speak Out Team Leader
<b>Responsible to:</b>	Speak Out Team leader
<b>Supervises:</b>	None
<b>Status:</b>	Part time depending on continued funding (currently funding confirmed up until June 30 <sup>th</sup> 2020)
<b>Responsible for:</b>	Providing casework, case management and youth work services to young people aged 12-17 years.
<b>Location:</b>	Weave Youth & Community Services Inc. Cnr Elizabeth & Allen St, Waterloo NSW

**Employment Details and Remuneration**

<b>Employer:</b>	<b>Weave Youth and Community Services</b>
<b>Hours per Week:</b>	49 hours (worked over 7 days) per fortnight 4 days one week and 3 days the alternative week
<b>Status:</b>	Part Time
<b>Award:</b>	SCHCADS Award
<b>Classification:</b>	SCHCADS Level 4 Paypoint 1 - 4
<b>Salary:</b>	\$37.02 - \$39.89 hourly rate depending on qualifications and experience
<b>Benefits:</b>	Generous salary sacrifice available.

**Summary of Position**

Providing intensive casework, youth work, practical assistance, housing support, information and referral, education and advice and support services to children and young people (aged 12-17 years) and/or their families.

## **Key Accountabilities**

- Provide individual casework and case management support to young people with complex trauma histories and complex needs, including mental health and AOD issues.
- Casework practice should be in line with and be guided by “Weave’s How We Do What We Do” practice framework.
- Engage in outreach service provision where required, including accompanying clients to appointments.
- Assist with planning, organising and running groups and projects with a focus on education, social and emotional wellbeing, and community connection
- Work in a highly responsive, proactive and innovative way with young people.
- Liaise with youth and family, and mental health/AOD professionals to improve access and service provision to the identified target group.
- Maintain written records and data collection and contribute to funding body reports as required by the team leader in line with Weave’s policies, procedures and guidelines.
- Take responsibility to ensure that Weave is a warm, inviting and hospitable environment for everyone to be in. Treat people like you would if they came to your home.
- Notice when things are untidy and make an effort to clean up as needed. It is everybody’s responsibility to contribute to the upkeep of our spaces.
- Ensure all visitors are welcomed, including offering cups of tea, coffee, water etc. and that they get the assistance they came for, including information and referral, if Weave cannot assist directly. Hospitality is a shared responsibility of the whole Weave team.
- It is important to take care to listen very carefully and hear what people are asking for and not make assumptions about their needs, it is equally important to welcome all people to the centre, even those that clearly don’t fit in our target group.
- If someone has made an appointment to see a particular worker you need to make sure that you accompany the person to the worker and ensure they are

connected. If the worker is not in the office, call them on their mobile to organize something for the client.

- Expectations of workers roles can change according to the needs of the community and available resources.
- Other duties as required.

### **General Weave Accountabilities**

- Work as part of the wider Weave team displaying effective team participation by assisting with and participating in whole of service events and supporting events run by other Weave programs.
- Attend all Weave Staff Meetings, team building and training days and relevant interagency meetings.
- Assist with strategic planning for the Speak Out Program and Weave in general
- In consultation with your team leader, develop work plans in alignment with Weaves Strategic Plan and participate in training and performance appraisal as required
- Meet regularly for supervision with the Team Leader
- Attend monthly clinical supervision
- Perform all duties in accordance with the Weave code of conduct and the Weave policies and procedures and philosophy
- Perform all duties in line with EEO policy and WH&S safety standards, ethical practice principles and a commitment to the principles of cultural diversity.

## **SELECTION CRITERIA**

### **Essential**

- Relevant qualifications in Youth Work, Social Sciences, Social Work or other relevant discipline
- Minimum two years experience in youth work.
- Demonstrated experience in providing holistic casework and case management to young people with complex needs and trauma histories.

- Good understanding of the systemic social justice issues facing young people who live in the Redfern/Waterloo and surrounding areas, particularly Aboriginal young people.
- Knowledge and understanding of relevant referral pathways to health, education, employment, recreational, cultural, housing mental health, drug and alcohol and other support services.
- Understanding of and ability to work in a trauma informed, strength based, person centred, culturally safe way with young people and families.
- Ability to work effectively as part of a team.
- Common sense, strong problem solving skills and an excellent sense of humour.
- A commitment to EEO policy WHS safety standards, ethical practice principles and a commitment to the principles of cultural diversity.
- Current NSW Class C drivers license and willingness to use own car for work purposes.
- Current NSW Working With Children Check clearance
- Computer literacy

## **Desirable**

- Knowledge of service networks in the area
- Current First Aid certificate
- Experience in and/or training in cross-cultural communication
- Demonstrated experience working with Aboriginal young people and communities