



Position Description Speak Out Project Worker

POSITION

Position Title:	Project Worker
Program:	Speak Out Dual Diagnosis Program working with young people experiencing mental health and AOD challenges
Supervised by:	Speak Out Team Leader
Supervises:	Student placements, volunteers, Youth Advocates, external facilitators, contractors as required
Responsible for:	Developing and implementing creative and innovative youth led projects and groups that meet the needs of young people experiencing co-existing mental health and alcohol and other drug use challenges. Strong focus on youth participation.
Location:	Weave Head Office, Corner of Elizabeth & Allen Street Waterloo.

EMPLOYMENT DETAILS AND REMUNERATION

Employer:	Weave Youth and Community Services Inc.
Hours per week:	28 hours per week
Location:	Weave Head Office, Waterloo Oval
Status:	Part-time contract; ongoing employment dependant on continued funding
Award:	Social, Community, Home Care and Disabilities Industry Award 2010 (SCHADS)
Classification:	SCHADS Award Level 4, Paypoint 1 - 4, \$36.57 to \$39.43 per hour depending on experience
Benefits:	Salary Packaging options available

WEAVE YOUTH AND COMMUNITY SERVICES

Weave provides a diverse range of services that supports children, young people, families and communities facing complex social issues including poverty, AOD and mental health issues, homelessness, domestic and family violence, family breakdown, intergenerational trauma and isolation. We support people who live in the City of Sydney Local Government Area, as well as the Maroubra/La Perouse, Woolloomooloo and Inner West regions. We work to contribute to a strong connected community that values its members with opportunities for all. We believe that with the right support, people are empowered to change their lives.

PROGRAM DESCRIPTION

The Speak Out Dual Diagnosis Program works with young people aged 12 - 28 years who are experiencing coexisting mental health and drug and alcohol challenges. The program provides practical support, counselling, therapeutic projects, groups, events and social activities.

SUMMARY OF THE POSITION

To develop and implement youth led projects, groups and events that meet the needs of young people aged 12 - 28 years experiencing dual diagnosis. A key part of this role is to develop and expand opportunities for youth participation and help build young people's skills and capacity as Youth Advocates. Develop project ideas and all aspects of project plans including development, implementation, project management and evaluation. You will be required to recruit young people to participate, develop and comply with budgets, seek funding opportunities, consult with young people, collect and record data and comply with required reporting. You will be required to lead the development and implementation of key Speak Out events.

Building service capacity in the following areas:

- Youth participation and engagement
- Partnering with other NGO and Government providers
- Documentation of programs and service delivery

Position Weave as a good practice community based service in inner Sydney supporting young people with coexisting mental health and alcohol and other drug challenges. Highlight our uniqueness in the space as a generalist youth service working with clients experiencing dual diagnosis and complex trauma histories. Showcase our experience and success in working with Aboriginal communities and young people and helping to document the work.

Assist in ensuring that Weave is responding optimally to issues in the community such as methamphetamine use, bullying and suicide.

Some research into global good practice models for addressing the above community issues.

Key Duties

- Develop, implement and manage project plans and briefs
- Support and consult with young people and engage participants for groups, events, camps and projects
- Develop and establish Speak Out's Youth Advocate Program
- Develop written communication materials for groups, projects and events including social media updates, media releases, articles, case studies etc.
- Seek funding opportunities for groups, projects and events when required
- Maintain up to date records of attendance and data
- Evaluate groups, projects and events and provide reports on outcomes; comply with reporting requirements to funding bodies
- Consult with Speak Out Team about ideas, opportunities and trends
- Facilitate focus groups and community consultations to ensure we are responding appropriately to the issues that young people and the community identify as important
- Enhance and support youth participation structures and processes across Weave
- Assist in ensuring that Weave is responding optimally to issues in the community such as methamphetamine use, bullying and suicide
- Research global good practice models for addressing community issues
- Assist with strategic planning for the Speak Out Program and Weave in general
- Attend regular supervision and Team meetings with the Speak Out Team Leader
- Engage with key people in the community to promote the Speak Out Program and Weave at large to the wider community
- Undertake other related duties as agreed with the Team Leader

General

- Carry out any administrative or clerical tasks as required within the course of the work
- Other duties as required

General Accountabilities of all Weave Staff

- To work as part of the wider Weave team displaying effective team membership
- Participate in Weave staff meetings, retreats, planning days, training and performance appraisal as required
- Attend regular internal and external supervision as arranged with your Team Leader
- Perform all duties in accordance with the Weave Code of Conduct and Weave policies and procedures
- Commit to EEO policy and WHS safety standards, ethical practice principles and a commitment to the principles of cultural diversity
- Take responsibility to ensure that Weave is a warm, inviting and hospitable environment for everyone; 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

- Make sure all visitors to the centre are welcomed and looked after including offering cups of tea, coffee, water etc. and that they get the assistance they came for or at least information and referral if Weave cannot assist directly
- Hospitality is a shared responsibility of the whole of the Weave team and is included in the job descriptions of all staff
- Whilst it is understood that each worker has specific duties, there is a natural overlap of roles
- Expectations of workers roles can change according to the needs of the community and available resources

SELECTION CRITERIA

Essential

- Experience in project management, group work and event coordination with young people
- Qualifications in Youth Work, Social Work or other relevant disciplines
- Understanding of and commitment to working with young people who present with dual diagnosis (co-existing mental health and substance misuse issues)
- Understanding of trauma informed, strengths based and person centred practices
- Understanding of social justice issues and their impact, particularly in relation to young people living in the Redfern/Waterloo area
- Understanding of the challenges facing Aboriginal people, and especially Aboriginal young people
- A good understanding of mental health and alcohol and other drug issues
- Strong and adaptable oral and written communication skills, and the ability to present program information to a range of audiences
- Strong relationship management skills that showcase the ability to build strong networks and relationships - both internally and externally
- Ability to work both independently and as part of a team
- Strong problem solving skills
- Common sense and an excellent sense of humour
- A commitment to EEO policy OH&S safety standards, ethical practice principles and a commitment to the principles of cultural diversity
- Current NSW Class C driver's license

- Willingness to use own vehicle for work purposes when required; generous mileage allowance available
- Current NSW Working With Children Check clearance
- Computer literacy

Desirable

- Current first aid certificate
- Experience and/or training in cross-cultural awareness and communication
- Experience in facilitating groups and camps
- Knowledge of Narrative Therapy concepts as they relate to project work