



Casual Youth and Disability Support Worker

Department	Northern NSW Operations
Reports to	House Manager, Therapeutic Specialist/Case Manager, Department Manager, Department Director
Direct Reports	
Internal Relationships	
External Relationships	
Award Classification (if applicable)	SCHADS Level 2

Position Objective

To provide an environment which is safe, friendly and supportive for children, young people and participants in the care of Allambi Care.

Main Duties and Responsibilities

Program Participation

- Adhere to, and implement Allambi Care (AC) policies and procedures effectively and appropriately
- Operate within the principles of the AC Needs-Based Restorative Framework (NBRF) when caring for clients
- Apply the principles of NBRF Training and Therapeutic Crisis Intervention (TCI) Training in order to implement objectives of case plans within Allambi Care philosophy and guidelines
- Work in a non-judgmental manner and provide support for children, young people and program participants
- Be aware of the possibility of crisis and apply appropriate action to minimise the impact of potentially critical situations using therapeutic and non-punitive strategies
- Provide duty of care to children, young people, program participants and colleagues
- Provide input and attend meetings regarding case plans, case conferences, PRIPs, leaving care plans and intervention programs
- Understand and adhere to mandatory reporting responsibilities
- Ensure all activities are conducted in a professional and appropriate manner
- Coordinate set/planned activities including sports, arts and camps in consultation with Management
- Provide young people with information about community services and resources available
- Ensure daily planners are followed at all times
- Provide support to clients in developing and implementing plans for achieving personal goals and meeting needs
- Coordinate programs such as; education, self-development, accommodation and welfare in consultation with management



Internal and External Stakeholders

- Attend meetings, conferences and training, including team meetings
- Work in a variety of settings including refuges, houses, schools, hospitals, courts, community centres and emergency accommodation
- Act as advocates for children, young people and program participants
- Liaise with government departments, local authorities, health professionals, parents and other organisations
- Provide court support for clients
- Communicate with management, providing feedback on client development
- Facilitate Family Time (Supervised Contact) visits, ensuring all parties adhere to required protocol, and that the safety and well-being of the client(s) is maintained at all times.

Administrative Duties

- Undertake report writing and record keeping in line with legislation and AC requirements, including day notes, incident reports, planner entries and Family Time (Supervised Contact) reports.
- Provide support to children, young people and program participants in developing and implementing plans for achieving personal goals and meeting needs in line with case plan or individual support plan
- Ensure appropriate paperwork is read and understood prior to attending a shift with a client, i.e. Case Plan, Individual Support Plan, Client Information Record, Positive Response & Intervention Plan (PRIP).

WH&S

- Conduct risk assessments of clients and their environment in keeping within AC WHS standards and take action where necessary to ensure the safety of clients and colleagues
- Maintain and operate house vehicles in a safe and appropriate manner
- Ensure any concerns for client and/or colleagues' safety is communicated to management in a timely manner

Allambi Values and Behaviours



Vision Statement

Belonging, Hope & Positive Futures

Mission Statement

Allambi Care serves individuals, families, communities and government agencies. We are committed to addressing safety and growth needs to empower people to reach their full potential. Our services are characterised by innovation, best practice and flexibility.

All staff must be familiar with and follow the spirit and content of the Allambi Care Ltd Code of Conduct.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- *Child Protection Legislation*
- *Disability Services Legislation*
- *Anti-Discrimination Legislation*
- *Workplace Health and Safety (WH&S) Legislation*

Skills and Experience



Minimum requirements

- Current First Aid Certificate
- A current driver's licence
- A current Working with Children's Check Clearance (Must be a paid check - not volunteer)
- Comprehensively insured motor vehicle that can transport a minimum of 4 people
- National Police Check (issued within the last 6 months)
- NDIS Worker Check Clearance
- Full vaccination for COVID-19 (including booster)
- Ability to participate in a 24-hour shift work roster comprising mainly of night and weekend shifts
- High level of assessment skills together with information gathering, problem solving, and evaluation skills
- Ability to manage challenging situations while applying policy, procedure and legislation to deliver services to children and people with high and complex needs
- Mobile phone with an active voicemail
- Functioning email address
- Demonstrated interpersonal, negotiation, advocacy and oral/written communication skills
- Proficiency in using computer-based programs for report writing (Microsoft Word and Outlook)

Desirable

- Qualification in youth work or related discipline
- Willingness to undertake further training at all levels
- Experience in working with children and people in out-of-home care

Employee		Manager	
Name		Name	
Signature		Signature	
Date		Date	