



POSITION DESCRIPTION
Weave Community Hub, Woolloomooloo
Specialist Youth Homelessness Services (SHS) Caseworker

- Position title:** SHS Caseworker
- Reports to:** Weave Community Hub, Casework Program Manager
- Responsible for:**
Providing casework and case management support to young people aged 12 to 25 years who are homeless or at risk of homelessness in the City of Sydney LGA. Participating in and/or facilitating community activities, groups and/or projects.
- Location:** Weave Community Hub,
49 McElhone Street, Woolloomooloo
- Employment Details and Remuneration:**
- Employer:** Weave Youth and Community Services
- Hours:** 3 days per week (21 hours per week)
- Status:** All positions at Weave are dependent on continued funding
- Award:** Social Community Home Care and Disability Services Industry Award 2010 (SCHCADS)
- Grade:** SCHCADS SACS Level 4 Paypoint 4.1 - 4.4 \$39.76 - \$42.78 per hour depending on qualifications and experience
- Benefits:** Superannuation @ 9.5% and leave loading @17.5% plus generous wage packaging/salary sacrifice available

SUMMARY OF THE POSITION:

Weave and Ted Noffs Foundation are part of a consortium led by Launchpad Youth Community whose purpose is to provide support to young people in the City of Sydney LGA who are homeless or at risk of homelessness. The Weave SHS Caseworker provides tailored, client-centred casework, case management and outreach support, practical assistance, housing support and information and referral to young people aged 12 to 25 years who are homeless or at risk of homelessness in the City of Sydney LGA.

KEY RESPONSIBILITIES:

- Work within a proactive, responsive, trauma informed, strengths based, healing-centred and culturally safe framework to provide flexible, holistic, client centred casework and case management support to young people who are homeless or at risk of homelessness in the City of Sydney LGA, many of whom who have complex trauma histories and a range of support needs, including mental health and AOD challenges
- Provide referral, advocacy, information, and support services to clients in support of their goals including accommodation, education, employment and training, mental health and wellbeing, AOD challenges etc
- Support clients to apply for, establish, and maintain tenancies in partnership with property managers and housing providers
- Facilitate access to SHS brokerage funds where required, to further client case plan goals and ensure relevant paperwork is completed for brokerage spending
- Participate in consortium intake meetings and other meetings with Launchpad and Noffs
- Maintain organisational partnerships and relationships
- Ensure the casework support you provide is carried out in line with “Weave’s How We Do What We Do” casework practice framework and the Weave Code of Conduct
- Develop Case Plans with your clients and review and update on a regular basis
- Participate fully as a member of the Weave Community Hub team and the wider Weave team, including assisting with intake and referral/drop-in work, helping with events and programs etc.
- Assist with organising and running groups, activities, events etc to facilitate client engagement and skill building, and encourage client participation in Weave events and projects
- Attend regular line management supervision and external clinical supervision as agreed by your manager
- Assist the team with supervision of student placements and volunteers as required
- Maintain up-to-date administrative and clerical records on CIMS and Weave data bases as required within the course of your work, including upkeep of client files, daily client statistics and case notes, writing reports and support letters
- Assist in the running of Weave Community Hub events which from time to time may require after hours and/or work on weekends
- Other duties as required

GENERAL RESPONSIBILITIES OF ALL WEAVE STAFF:

- Work as part of the wider Weave team displaying effective team membership
- Participate in Weave staff meetings, planning days, team building days, training and performance appraisals as required
- Perform all duties in accordance with the Weave Code of Conduct and Weave policies and procedures
- Maintain a commitment to EEO policy and WHS safety standards, ethical practice principles and a commitment to the principles of cultural diversity.
- Take responsibility to ensure Weave is a warm, inviting and hospitable environment for everyone to enjoy; treat people like you would if they were guests in your home
- Notice when things are untidy and clean up as needed. It is everyone's responsibility to maintain a space that values our clients and communities
- 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 and housekeeping is a shared responsibility of the whole of the Weave team and is included in the Job Descriptions of all staff
- Contribute to supporting and maintaining a harmonious and healthy Weave culture through living the Weave ethos and values
- Expectations of workers roles can change according to the needs of the community and available resources.

Skills and Attributes

- Highly developed time management and organisational skills demonstrating attention to detail and the ability to complete tasks in a timely manner.
- An ability to manage community dynamics.
- Ability to work independently and use initiative.
- Strong communication skills, both verbal and written.
- Strong advocacy skills.
- Demonstrated interpersonal and relationship building skills.
- Ability to work as a team member and with a high degree of autonomy.
- Strong computer and IT literacy skills.

SELECTION CRITERIA:

Qualifications, experience and mandatory requirements

- Relevant tertiary qualification/s in Social Work, Youth Work, Community Work or similar
- Minimum two years demonstrated experience in a caseworker role providing wrap around support to young people with complex trauma histories and multiple support needs
- Commitment to and demonstrated experience of working within a client-centered, trauma informed, strengths based, and culturally safe framework
- Demonstrated knowledge and experience of the youth sector and referral pathways including youth accommodation services, Juvenile Justice and youth legal services, alcohol and other drug services, child protection, employment and training, mental health services, etc
- Demonstrated experience working with Aboriginal people and communities. Understanding of the unique strengths and resilience of Aboriginal people and the impacts of intergenerational trauma and colonisation
- Common sense and an excellent sense of humour
- NSW Working with Children Clearance and National Police Check
- Current Driver's Licence