

## POSITION DESCRIPTION

### Project Worker

Speak Out Dual Diagnosis Program

<b>Position title</b>	Project Worker
<b>Reports to</b>	Program Manager, Speak Out Dual Diagnosis Program
<b>Responsible for</b>	Developing and implementing creative and innovative youth led projects and groups that meet the needs of young people with co-occurring mental health and alcohol and other drug challenges. Strong focus on youth participation
<b>Location</b>	The position is currently based on Gadigal Land at Weave Head Office, Waterloo but you may be required to work at other Weave sites based on Gadigal and Bidjigal Land during the course of your employment
<b>Hours</b>	Part time (4 days per week/56 hours per fortnight)
<b>Status</b>	Part time: All positions at Weave are dependant on continued funding and are subject to a 6 month probation period
<b>Award</b>	Social Community Home Care and Disability Services Industry Award 2010 (SCHADS)
<b>Grade</b>	SCHADS SACS Level 4 Paypoint 1-4 depending on qualifications and experience. Weave hourly rates are above the SCHADS rates. The current Weave hourly rates for Level 4 Paypoint 1-4 is \$42.63 - \$45.87 exclusive of superannuation and annual leave loading
<b>Benefits</b>	Superannuation @ 10.5% (increasing to 11% on 1 July 2023) and leave loading @17.5% plus generous wage packaging/salary sacrifice available



## **Weave Youth & Community Services**

Located in Inner Sydney (on unceded Gadigal and Bidjigal Land), Weave Youth & Community Services is a place-based community organisation that has been delivering a range of community programs and services developed with and for the community for over 45 years. Weave's purpose is to empower people to change their lives, and healing is at the centre of our work. Weave supports children, young people, women and families who are impacted by systemic disadvantage and intergenerational trauma. Around 70% of all those we support across Weave are Aboriginal and/or Torres Strait Islander people. We strive to be a high quality, effective community led organisation that celebrates and reflects the full diversity and richness of the community we serve and we seek to embed Aboriginal cultural awareness and knowledge throughout the organisation. Weave is committed to walking alongside Aboriginal and/or Torres Strait Islander people in their ongoing fight for justice and self-determination, and all our work across the organisation is guided by our Aboriginal Healing Framework, developed by our Aboriginal staff group and endorsed by the Weave Board, leadership and management teams. Our Board is exceptional, with strong Aboriginal and/or Torres Strait Islander representation and a Community and Culture Committee that considers, advises and guides the organisation on important issues relevant to culture and community.

### **Program Description**

The [Speak Out Dual Diagnosis Program](#) provides culturally safe, client-centred, holistic, trauma-informed and healing-centred support services including casework, counselling, project work, group programs, leadership opportunities, events, community development and referral pathways for young people aged 12 to 28 years experiencing co-occurring mental health and alcohol and other drug challenges.

### **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 co-occurring 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 and implementing holistic, strengths based programs to address issues in the community such as social isolation, methamphetamine use, bullying and suicide.

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

### **Key Responsibilities**

- Work collaboratively with young people, Weave staff and community partners to plan, deliver and evaluate campaigns and events. Examples may include Youth Week events, Mad Pride, South East Block Party, NAIDOC and more. The Project Worker will take a lead role in many of these events
- Support and consult with young people and engage participants for a range of groups, events, camps and projects in response to identified community needs related to the Speak Out Program
- Maintain and strengthen Speak Out's Youth Advocate Program and assist with recruitment and inclusion of young people from a diverse cross-section of our community
- Develop, implement and manage project plans and briefs.
- Develop written communication materials for groups, projects and events

including social media updates, media releases, articles, case studies etc.

- Work with the Weave Speak Out Program Manager and Weave Fundraising and Volunteer Manager to 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
- Participate fully in all aspects of the Speak Out team including attending and contributing to meetings, shared learning, reflective practice, peer/colleague support, collaboration and teamwork.
- Consult with Speak Out Team about ideas, opportunities and trends
- Facilitate youth and community consultations to ensure the Weave Speak Out Program and related project work is responding appropriately to the issues that young people and the community identify as important
- Support and enhance youth participation structures and processes across Weave
- Assist in ensuring that Weave, in particular the Speak Out program, is responding using holistic strengths based programs and initiatives to issues in the community related to mental health and alcohol and other drug use)
- Work collaboratively with the Speak Out Program Manager and Speak Out team to help ensure Weave Speak Out groups, projects and initiatives are inclusive of young people of diverse cultures, genders and backgrounds and are accessible for young people who are marginalised and experience discrimination and other barriers to community participation
- Research good practice models and emerging research that is relevant to community development, group work, therapeutic modalities and more, to best inform how Weave supports community issues
- Assist with strategic planning for the Speak Out Program and Weave in general
- Attend regular supervision with the Speak Out Program Manager and external supervision
- Engage with key community members, other organisations, networks and interagency groups to promote Weave's project work, the Speak Out Program and Weave to the wider community
- Develop and strengthen mutually beneficial partnerships in line with the values and ethos of Weave and the goals of the Speak Out Program
- Undertake other related duties as agreed with the Program Manager
- Carry out any administrative or clerical tasks as required within the course of the work

### **General Accountabilities of all Weave Staff**

- Work as part of the wider Weave team displaying effective team membership and upholding the Weave values at all times
- Participate in Weave staff meetings, retreats, planning days, events, training and performance appraisals as required
- Perform all duties in accordance with the Weave Code of Conduct, Aboriginal Healing Framework, 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 inviting and uplifting environment which ensures a culturally safe experience for all women
- Notice when things are untidy and proactively 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 Position Descriptions of all staff
- Support and maintain a healthy, inclusive, positive Weave culture and embody the Weave values
- Understand and actively lead the principles of the AHF
- Expectations of workers roles can change according to the needs of the community and available resources

### **Skills and Attributes for the Role**

- Ability to work both independently and as part of a team
- Strong problem solving skills
- A commitment to EEO policy OH&S safety standards, ethical practice principles and a commitment to the principles of cultural diversity

### **SELECTION CRITERIA**

### **Essential Criteria**

1. Qualifications in Youth Work, Social Work, Community Development, other relevant disciplines or equivalent experience
2. Experience in project management, group work and event coordination with young people
3. Understanding of and commitment to working with young people who present with dual diagnosis (co-occurring mental health and alcohol and other drug challenges)
4. Understanding of trauma informed, strengths based and person-centered practices
5. Understanding of social justice issues and their impact, particularly in relation to young people living in the Redfern/Waterloo area
6. Understanding of the challenges facing Aboriginal people, and especially Aboriginal young people
7. Strong and adaptable oral and written communication skills, and the ability to present program information to a range of audiences
8. Strong relationship management skills that showcase the ability to build strong networks and relationships - both internally and externally
9. Common sense and an excellent sense of humour
10. Current NSW Class C driver's licence
11. Current NSW Working With Children Check clearance
12. Current NSW Police Check

### **Desirable Criteria**

- 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