



Youth Support Worker Out of Home Care

Mission statement

Vista Community Support is a state-wide provider of community based support services.

Our aim is for the people we support to share in the philosophy of '**Be Who You Want To Be**'. Whether the person lives in shared accommodation, with parents, with carers or independently, our aim is for people to have the highest quality of life possible. We aim to ensure people using our services have high levels of inclusion, participation and partnership.

Our Services

Our services are designed for people with a range of support needs, including persons with intellectual disabilities, acquired brain injuries, physical disabilities, psychiatric disabilities, sensory disabilities, and multiple disabilities. In addition Vista Community Support provides services to children that are living under orders of the Department of Human Services (DHS) – Out of Home Care.

All of the services that we provide are negotiated with the person that we support and significant others and are delivered in a Person Centred manner.

Value statement

Vista Community Support believes that the core values of respect, integrity, empowerment, open communication and continual learning underpin our commitment to supporting people to enhance their life opportunities and choices.

We expect all employees to work in a professional manner based on these values.

Position Summary

Working within the legal and procedural requirements of the community services industry the *Youth Support Worker* will deliver quality services in a way that enhances independence, supports the rights and interests and promotes the inclusion of the people that we support. The position is on a casual basis with the

medium to long term possibility of becoming a contracted employee negotiated with the Senior Coordinator.

Vista Community Support operates an innovative program that aims to:

- **Support** people to achieve their life aims and objectives;
- **Support** people to participate fully in their community;
- **Support** people to continue and/or establish appropriate relationships with others.

The emphasis of service delivery is person directed, Duties will vary, according to the needs of the person being supported but may include such things as personal care, household tasks, behavior intervention and community access.

Level of supervision

This position reports to the Vista Community Support Team Leader. The person that we support and staff are expected to carry out all tasks within the policies and guidelines of **Vista Community Support**. If there are any concerns or issues, these may be discussed with the Team Leader, or in their absence the Coordinator in your Region.

Liaison with stakeholders

The casual Youth Support Worker will maintain relationships and work with other carers, service providers, as required and directed. In addition the casual Youth Support Worker may be required to assist the person we support to maintain and/or establish such relationships.

Qualifications

Certificate IV in Community Services Youth or similar is considered the **desirable** qualification for casual *Youth Support Worker*. People with similar qualifications and / or experience, or who believe they can contribute positively to the lives of people we support, are encouraged to apply for these positions. Once you are employed as a casual *Youth Support Worker* you will be encouraged to enroll and complete this level of qualification. Traineeships are available in some circumstances.

Classification & Basis of Employment

Staff will be employed under the Victorian Person Centred Services Agreement 2007.

Hours will vary according to the needs of the people being supported.

Hours of Duty

Hours of duty vary depending on the needs of the person we support. Shifts available vary from morning shifts, day shifts, weekend shifts, sleepovers and short shifts.

Superannuation and other benefits

Employer contributions will be made as per the Superannuation Guarantee requirements. Additional personal Superannuation contributions can be made by arrangement with ***Vista Community Support***. Tax effective salary packaging options are available to all staff. Staff development and training opportunities are provided.

Key Selection Criteria

Essential:

- Ability to relate to people in a positive, respectful and supportive manner.
- Ability to communicate effectively with staff, other professionals.
- Ability to work unaccompanied in an in-home and community setting.
- Ability to provide effective support and assistance to individuals that embraces, supports and respects cultural diversity.
- Commitment to individualised and person-centered approaches to service delivery.
- Current Victorian Drivers License.
- Post selection satisfactory Police check
- Current Working with Children Card

Desirable:

- Certificate IV in Community Services Youth or similar qualifications
- Level 2 First Aid Certificate
- Experience in working with challenging behaviors, disability and or youth

Key Responsibilities

Provide support services

- Encourage and support people to participate in decision-making about the service they receive.
- Identify and apply the ethics of working in another person's home.

- Apply hygiene and infection control procedures; follow 'duty of care' principles.
- Maintain and monitor that safe standards apply within each worksite
- Support and engage each person in his or her daily routines.
- Support and encourage participation in a range of community activities.
- Support people to establish healthy and positive relationships.
- Assist people being supported to identify and meet their needs, including their personal needs through the development of a person centered plan.
- Where required use aids and equipment specific to each person.
- Assist people to use public transport where required.
- Assist people to manage medication routines as required.
- Maintain the persons right to confidential services and privacy.

Provide opportunities for development

- Help and encourage the person being supported to learn new skills in areas they have chosen. Contribute to each person's plan as required.
- Work with, support and assist people being supported to participate in a social network, recreational activities and the broader community.

Work collaboratively with the coordinator and other support staff

- Communicate with others about work matters; attend and participate in work-based meetings.
- Gather information from the person and other significant people about personal support needs and document them in consultation with the person being supported.
- Carry out administrative duties and follow routine instructions.

- Keep records, personal plans and monthly service delivery plans up to date.
- Maintain regular contact with the coordinator.
- Liaise with and maintain linkages with relevant community services.
- Contribute to consultation processes and data collection.
- Reflect and improve upon professional practice.

Use specialist communication skills

- Identify how culture affects what people do, think and feel. Use that understanding when relating to the person being supported, their family, friends and work colleagues.

Contribute to a healthy & safe environment

- Follow the '*Communicable Diseases, Immunization & Infection Control*' policies and procedures.
- Handle emergencies within level of responsibility. When accidents or emergencies happen, make sure the person is safe.
- Follow workplace Occupational Health & Safety instructions and procedures.
- Maintain a safe working environment.
- Participate and contribute to Occupational Health & Safety management issues.
- Apply basic first aid when needed.

To Apply

Applicants should include an application letter, a summary of relevant personal and professional experience, a minimum of two referees, and a statement responding to the Key Selection Criteria. Response to the Key Selection Criteria is strongly encouraged. Total length of applications should be no more than 4 pages.

Emailed applications to recruitment@vistasupport.org.au (using MSWord attachments) are preferred.

Vista Community Support
1036 Dandenong Road
Carnegie VIC 3163

Ph: 03 9564 1000
Fax: 03 9564 1004
Email: recruitment@vistasupport.org.au

All appointments are subject to completion of a satisfactory police check.

Confidentiality Agreement

I understand that a condition of my employment with ***Vista Community Support*** is that all matters relating to my position in the organisation (both written and verbal) remain at all times private and confidential and that all information remains the property of ***Vista Community Support***. Under the Privacy Act 1988 (Private Sector Amendment 2000), all personal information will remain confidential unless permission has been given to share that information.

I

_____ have read the above details carefully and I understand and accept the explained employment criteria, conditions and information.

Date:

Signed: