

INTAKE ASSESSMENT AND ACTIVE HOLD WORKER

Navigator Program

About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Our Vision

Building a Just Society

Our Mission

Standing in solidarity with those in need, expressing a faith that promotes justice.

Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

Our Purpose

We work to build a just society where all people can live to their full potential – by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Position details

POSITION TITLE: INTAKE ASSESSMENT AND ACTIVE HOLD WORKER

PROGRAM: NAVIGATOR PROGRAM – HUME MERRI-BEK

LOCATION: BRUNSWICK

REPORTING RELATIONSHIPS:

This position reports directly to Coordinator

Position Purpose

- To work closely with the Navigator Coordinator to triage referrals and manage young people on the Navigator Intake and Assessment and Active Hold Waitlist.
- To engage with families of participants across Intake and Assessment and Active Hold stages of the program and provided outreach support to gain consent for hard-to-reach families.
- To work as part of an integrated team supporting disengaged learners to return to education or training, and ensuring young people on Active Hold have access to a range of supports as services as required.

Program Purpose

Justice Programs

Justice Programs provide individually tailored support for vulnerable and marginalised people involved in the justice system who are assessed as high risk/need, with limited social and family networks, limited accommodation and experiencing multiple and complex problems. Our staff deliver quality programs in a manner that reflects the social justice principles of participation, equity, access and respect. Services include: intensive outreach support, case management, restorative practice, educational, employment/training, housing programs and 24/7 after-hours crisis support.

Our services contribute to regional and state-wide advisory forums and networks and aim to support a more comprehensive approach to justice through partnerships with Government agencies and other service providers and to legislation, policy development and advocacy.

Navigator

Navigator is a program funded by state government which aims to support disengaged learners aged 10 to 17 years old and work with them around a return to education or training. The program works closely with families and schools and uses assertive outreach, case management and restorative practice principles to re-engage young people back into learning pathways. The program is delivered by Jesuit Social Services in partnership with the Victorian Aboriginal Community Care Agency (VACCA) in Hume and Merri-bek.

The Navigator Program is a dynamic team, which offers Intake and Assessment, Active Hold, and longer-term Case Management support. We work closely with local schools, services and the regional Department of Education office.

The Navigator Hume Merri-bek Team operates out of the Brunswick office.

Duties of the position

- Liaise with Department of Education (DE) and Jesuit Social Services Navigator Coordinator to action and triage all referrals to the Navigator program.
- Contact the referrer and parent/guardian of young person within a timely manner to share required program information, obtain consent for young person to participate & undertake initial assessment of the young person's strengths, needs and barriers to educational engagement.
- Develop rapport with the young person and their family to support the young person to identify goals and work towards sustained education re-engagement.
- Provide specialist advice and/or referral to assist the students and their families to re-engage in education
- Assist with communication between schools, care teams and families where required, support/participate in Student Support Groups (SSG) and Care Team Meetings when necessary and provide regular updates to relevant stakeholders.
- To utilise assertive outreach techniques to engage hard to reach families.

Key Selection Criteria

1. Tertiary qualification/s and/or relevant experience in field
2. Demonstrated skills and experience in short-term (predominately phone-based) case management or case coordination
3. An understanding of adolescent development and the factors that can contribute to a young person's disengagement from learning.
4. High degree of cultural competency and understanding of culturally appropriate service delivery in relation to Aboriginal young people, their families and communities and CALD young people, their families and communities.
5. Superior written and verbal (specifically email and phone-based) communication skills, including the capacity to liaise with a range of stakeholders both government and non-government.

Key Performance Indicators

- **Service Delivery – Service Agreements and duties of the position are delivered in a professional and accountable manner. This includes but not limited to; Intake, Phone Based Support, Assertive Outreach, Entry Surveys, Risk Assessment, Student Support Group Meetings, Referral to External Services, Supported Exit Plans and Exit Surveys as per timelines determined by programmatic operating procedures.**
- **Administration- To keep appropriate files, records and data as per contractual and organisational requirements. This includes writing case notes, uploading files, maintaining demographic data, updating attendance data as well as fulfilling data and reporting requirements as per timelines determined by organisational policy and operating procedures.**
- **Networking and resources – Sound relationships are developed with Department of Education personnel, schools, and relevant community stakeholders, enabling comprehensive support and referral pathways. This includes evidence of ongoing communication with schools as per timelines determined by operating procedures and external services as required.**
- **Professional development and team collaboration- Evidence of participation in ongoing supervision, scheduled caseload reviews with supervisor, scheduled team meetings and in relevant training and professional development activities.**

Key responsibilities of Jesuit Social Services Employees

Service delivery/ Practice Framework

- Engage and build positive and constructive relationships with internal and external stakeholders and program participants
- Deliver services consistent with program guidelines, relevant legislation and funding agreements
- Communicate clearly with others
- Manage competing priorities in a high-volume work environment
- Fulfil the reporting and administrative requirements associated with the position
- Other duties as required.

Team work and supervision

- Work effectively as part of a team, contributing to group outputs and reflective practice
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities.

Continuous Improvement and Professional Standards

- Demonstrate a commitment to own learning and development
- Commitment to risk management and continuous quality improvement processes
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services

Diversity, inclusion and culture

- Demonstrate respect and acceptance of diversity at all times and provide culturally appropriate support to all including Aboriginal and Torres Strait Islander peoples and those who identify as LGBTQIA+
- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory
- Demonstrate an understanding of the identity and ethos of Jesuit Social Services.

Mandatory Position Requirements

- Current National and International (where required) Police Check
- Current Employee Working with Children Check
- Valid and current Australian Drivers Licence
- Proof of eligibility to work in Australia

Safeguarding Children and Young People

Jesuit Social Services takes child protection seriously, we undertake a range of checks and processes to ensure safeguarding of children, and you are required to meet the behavior standard outlined in our Code of Conduct.

Conditions of Employment

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

Employee Acknowledgement

I, _____ (please print name) acknowledge that I have read and understood the contents of this position description.

Employee Signature:

_____ **Date:** _____

Position Description Approved by:

GM or ED

Position Description Review Date:

2 years from effective date

