

## Coordinator YJCSS Afterhours

### Youth Justice Community Support Service (YJCSS)

#### 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:	Coordinator YJCSS Afterhours
PROGRAM:	Youth Justice Community Support Service
LOCATION:	Brunswick and Dandenong
REPORTING RELATIONSHIPS:	This position reports directly to the General Manager Youth Justice Programs This position has line management of 8 -10 staff
EFFECTIVE DATE:	June 2025

## Position Purpose

- To oversee the afternoon and evening operations of the Youth Justice Community Support Service (YJCSS) across Metropolitan Melbourne
- To support and develop the practice of YJCSS Evening/Weekend Workers and ensure there is integration of theory and practice via supervision, reflective practice and co-case management.
- To work with other YJCSS Coordinators to ensure consistency of practice across day time and evening/weekend service delivery

## Program Purpose

### Justice Programs

The Justice Programs provide holistic support services for people involved in the justice system who are assessed as high risk/need, with limited social and family networks, limited accommodation and support options and experiencing multiple and complex health problems. Justice Programs 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, supported accommodation, recreation programs and employment/training programs. Our Justice Programs contribute to many regional and state-wide advisory forums and networks and assist in a more comprehensive approach to justice through partnerships with Government agencies and other service providers and to legislation, policy development and advocacy.

### Youth Justice Community Support Service (YJCSS)

The YJCSS is an integrated approach to the provision of intensive support and services to Youth Justice Clients to complement the statutory case management undertaken by community-based Youth Justice units. This service model has been developed recognising that Youth Justice clients present with a range of complex and varied needs that require an individualised service response. YJCSS aims to reduce the rate, severity, and frequency of offending behaviour, to enable effective transition of young people from intensive tertiary services to their community and to develop their capacity for economic participation and engagement in education, training and employment. YJCSS hours of operation are Monday to Friday 7.00 a.m. to 10.30 p.m., Saturday 10.00 a.m. to 10.30 p.m. and 6 hours on Sunday (flexibly delivered).

## Duties of the position

- To oversee evening and weekend activities of YJCSS and work collaboratively with day-time Coordinators, partner agencies and other related professionals to ensure consistency, professionalism and accountability in service delivery.
- To ensure staff are designing, implementing and managing appropriate after-hours and weekend activities that are linked to young people's case plans in a meaningful way, are outcomes focused and address criminogenic need.
- To provide professional support, supervision and direction to a small team of staff and complete all relevant human resources activities such as recruitment, staff appraisals and performance management.

- To monitor local trends in relation to young people involved in the criminal justice system in the Metropolitan Melbourne and in partnership with Management and key service providers, develop service specific responses to meet their needs.
- To identify and participate in, key local networks relevant to the programs

### **Key Selection Criteria**

1. Tertiary qualification/s and/or relevant experience in field
2. Demonstrated capacity to manage programs providing a range of services to marginalised young people, particularly those involved in the criminal justice system
3. A knowledge of the youth justice system and a broad understanding of the issues which may affect those in contact with the justice systems including childhood abuse and trauma, substance use, family breakdown, homelessness, mental illness and disrupted education
4. Knowledge and experience in appropriate interventions/skills required to support people with multiple and complex needs and clear understanding of the requirements/elements of case management, intensive support, crisis intervention and outreach
5. Experience in providing support, mentoring and/or supervision to staff.
6. Experience in recruitment, selection and performance management of staff and an understanding of the key organisational policies and processes relating to this area

### **Key Performance Indicators**

1. Service Delivery - Service Agreement targets are met and programs are delivered in a professional and accountable manner.
2. Administration – Program budgets are monitored, Monthly Coordinator's Reports are submitted in a timely manner and relevant data is entered and submitted as required by Service Agreements.
3. Human Resources - All staff HR requirements completed, including formal staff supervision being conducted fortnightly and notes kept
4. Networking – Sound relationships are developed with funding bodies, partner agencies and broader community sector.
5. Management and Strategic- Participation in and contribution to the Brosnan Management Team and participation in and contribution to the strategic direction of both the programs and the broader organisation.

### **Key responsibilities of Jesuit Social Services Employees**

#### **Service delivery/ Practice Framework (program delivery roles)**

- 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.

#### Service delivery/ Practice Framework (share services roles)

- Engage and build positive and constructive relationships with internal and external stakeholders
- Deliver services consistent with shared services 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 (program delivery)

- 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.

#### Team work and supervision (shared services roles)

- Work effectively as part of a team, contributing to group outputs
- 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 the identity and ethos of Jesuit Social Services or Demonstrate understanding, and a capacity to provide leadership in, the identity and ethos of Jesuit Social Services (Management only)

## **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**