

## POSITION DESCRIPTION

<b>Position title:</b>	Intake and Brief Intervention Worker		
<b>Program/Team:</b>	Hub Intake and Intervention		
<b>Award conditions:</b>	Social, Community, Home Care & Disability Services Award 2010	<b>Remuneration:</b>	TPEO Level 4.1
<b>Working from:</b>	Fortitude Valley		
<b>Reporting relationships:</b>	Reports to the Intake and Brief Intervention Manager		
<b>Qualifying period:</b>	6 months		
<b>Primary purpose of position:</b>	This position provides young people who are homeless or at risk of homelessness with solution focused crisis and brief interventions and thorough assessment and referrals, both internal to BYS and to the wider community.		
<b>SELECTION CRITERIA</b> - Applicants shall be assessed against these selection criteria. Applicants need to provide written responses to the selection criteria below of up to four pages in total.			
SELECTION CRITERIA	<ol style="list-style-type: none"> <li>1. Understanding of and commitment to BYS vision, objectives and practice framework.</li> <li>2. Demonstrated understanding of the issues impacting young people experiencing or at risk of homelessness.</li> <li>3. Demonstrated ability to undertake thorough assessments of a young person's situation and support needs, including risk assessments.</li> <li>4. Demonstrated ability to work holistically with vulnerable young people, building trusting relationships and delivering solution focussed crisis and brief interventions.</li> <li>5. Strong communication skills, including interpersonal skills and writing skills and the ability to advocate effectively on behalf of others.</li> <li>6. Strong organisational and planning skills and the demonstrated ability to work independently and prioritise and manage competing demands.</li> </ol>		
Qualifications, Checks and References (Mandatory)	<ul style="list-style-type: none"> <li>• A tertiary qualification in Social Work, Human Services, Social Science, Psychology or similar.</li> <li>• Current Queensland driver's licence.</li> <li>• Working with Children Suitability Positive Notice (Blue Card).</li> <li>• Three relevant referees, including current or most recent manager.</li> </ul>		
Experience:	<ul style="list-style-type: none"> <li>• Experience working with vulnerable young people.</li> <li>• Experience in a front-line service delivery setting (desirable).</li> <li>• Experience working collaboratively with other agencies.</li> </ul>		
Attributes:	<ul style="list-style-type: none"> <li>• Ability to stay calm under pressure.</li> <li>• Personal drive and integrity.</li> <li>• Consultative and collaborative working attitude.</li> <li>• Commitment to a learning culture and ongoing professional development.</li> </ul>		

**KEY RESULT AREAS - Role and responsibilities**

<p>Service Delivery</p>	<ul style="list-style-type: none"> <li>• Complete thorough assessments and provide crisis and brief interventions with young people.</li> <li>• Provide centre based and phone support and mobile support including home visits.</li> <li>• Facilitate referrals and support young people to access housing, legal, physical and mental health support, education and employment, and engage with their community.</li> <li>• Facilitate appropriate referrals of young people where ongoing support is required.</li> <li>• Participate in shared organisational service delivery, including Needle and Syringe Exchange, rostered centre based work and outreach.</li> <li>• Create and maintain case plans and case notes in line with organisational policies and procedures.</li> <li>• Develop networks and collaborative relationships with internal and external providers.</li> <li>• Assist with keeping shared service delivery space clean and operational.</li> <li>• Collect and maintain accurate client data, to contribute to monitoring, evaluation and reporting on program performance.</li> <li>• Participate in both quantitative and qualitative data collection to support BYS continual quality improvement.</li> <li>• Participate in staff training and development activities as required.</li> <li>• Participate in case planning and review and service planning.</li> <li>• Transport groups and individuals to appointments, meetings, and any other activities as required.</li> <li>• Undertake other tasks as required.</li> </ul>
<p>People and Culture</p>	<ul style="list-style-type: none"> <li>• Contribute to a culture of respect, optimism, accountability and resilience in line with organisational values.</li> <li>• Participate in supervision, team meetings and performance reviews.</li> <li>• Identify and participate in training and professional development opportunities.</li> <li>• Where agreed with the Manager, supervise students, project staff and volunteers.</li> </ul>
<p>Administration</p>	<ul style="list-style-type: none"> <li>• Undertake all administrative functions relating to the role in accordance with relevant policies and procedures.</li> <li>• Ensure accurate and timely records are created and maintained in accordance with relevant legislation and organisational policies.</li> <li>• Prepare reports as required.</li> </ul>

*This Position Description forms part of the performance management framework for the Intake and Brief Intervention Worker position. As the successful applicant you are required to sign and date this Position Description to demonstrate your commitment to fulfil this role in accordance with the key result areas outlined above.*

<p><b>Employee Name:</b></p>		<p><b>Signature:</b></p>		<p><b>Date:</b></p>	
<p><b>Managers Name:</b></p>		<p><b>Signature:</b></p>		<p><b>Date:</b></p>	