

Position Description



**Alannah & Madeline
Foundation**

Keeping children safe from violence

Position title: Youth Worker – Cubby House

Department: Care

Reports to: Cubby House Coordinator

Job type: 6 months, 3 days per week 9.30am-4pm (Monday & Friday at Melbourne Children's Court, Tuesdays at Broadmeadows)

Date: August 2019

ABOUT THE FOUNDATION

The Alannah & Madeline Foundation was set up in memory of Alannah and Madeline Mikac, aged six and three, who were tragically killed with their mother and 32 others at Port Arthur, Tasmania, on 28 April 1996. In memory of his daughters, Walter Mikac and a small group of volunteers set up the Foundation with the belief that all children should have a safe and happy childhood without being subjected to violence. The then Prime Minister launched the Foundation on 30 April 1997. The Foundation:

- identifies issues that adversely affect the wellbeing of children; we work to help them recover, and protect them from bullying and violence.
- works across the spectrum of prevention and care to deliver state-of-the-art, evidence-based programs and products.
- works with the best minds to identify and reduce significant threats to children's safety through innovation and partnerships.
- speaks out on the need for systemic change to build a supportive and safe society.

The Foundation is committed to Child Safety. Our Child Safe Policy outlines our safe practices for children. Our values are Caring, Friendliness, Respect, Responsibility, Valuing Difference and Including Others.

POSITION IN CONTEXT

Reporting to the Cubby House Coordinator, the Youth Worker is responsible for the operation of the Cubby House at Children's Court program. The role of the Youth Worker is to oversee children who visit the Cubby House: a safe waiting room for children who are in protective care of the Department Health and Human Services (DHHS). This role will be based across both the Broadmeadows and Melbourne Children's Courts.

FREEDOM TO ACT

- The Youth Worker, Cubby House works according to the policies and procedures of the Alannah & Madeline Foundation, as well as legislation relevant to child and family services (including Children, Youth and Families Act, Family Law Court Act, Child Safe Standards and Working With Children legislation).

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MAJOR JOB RESPONSIBILITIES

- Provide support, advocacy and trauma-informed responses through a broad variety of therapeutic, child-centred activities, to young people under the protective care of the Department Health and Human Services (DHHS) who attend the Cubby House
- Manage the day to day operations of the Cubby House at the Children's Court, including the provision of a clean, organized and child centred space with appropriate activities and equipment for a developmentally and culturally diverse range of children and young people.
- Complete appropriate, comprehensive case notes in a timely manner.
- Ensure behaviours are managed to provide a safe environment for all who use the space.
- Manage and support the development of effective relationships with all stakeholders including DHHS Child Protection staff, private and government lawyers, magistrates and other court staff, court security and protective service officers, court chaplains, court staff, Family Drug Treatment Court staff and other child and family welfare sector workers.
- Engage parents and carers within the court environment in a supportive and non-judgemental way.
- Identify and implement ongoing refinements to overall performance of the Cubby House to ensure continuous quality improvements in discussion with the Cubby House Coordinator and the Head of Care.
- Participate in both internal and external program evaluations as required.
- Maintain skills and knowledge through participation in regular supervision, training, consultations and professional development as required.
- Contributing positively to the Foundation's culture through developing and maintaining collaborative relationships with colleagues.
- Other tasks as directed by the Cubby House Coordinator, Head of Care, Senior Leadership Team and CEO.

KNOWLEDGE, EXPERIENCE AND REQUIREMENTS

- A tertiary qualification in Youth Work or equivalent discipline.
- Experience working with children and families, preferably those involved with Child Protection.
- Experience with and demonstrated capacity to engage with traumatised children and young people and manage a range of complex behaviours
- Capacity to work in a complex court environment; capacity to work flexibly and respond to the needs of children and families in the court environment
- An understanding of social welfare and policy environments, as well as of the best practice care models and theories relating to child trauma and violence
- Well-developed communication skills, experience and maturity to build enduring relationships with the care sector and related stakeholders such as court and DHHS staff.
- The ability to work autonomously with an understanding of when to seek advice or assistance from a supervisor or colleagues
- Ability to work autonomously on clearly-defined projects, and in a small team.
- Current First Aid qualifications
- A current Working with Children and Police Check