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| **Position Title:** | Young Women’s Principal Practitioner – Living Free Project |
| **Location:** | Frankston Mornington Peninsula Catchment (Frankston area) |
| **Functions:** | Case co-ordination/ case management and assertive outreach |
| **Reporting to:** | Regional Manager |
| **Time:**  **Tenure:** | .8 EFT (other arrangements considered)  12 month contract with potential to extend (subject to funding) |

**ORGANISATION PROFILE**

The Stepping Up Consortium is a not for profit agency consisting of three organisations: Odyssey House Victoria, TaskForce Community Agency and Youth Projects. TaskForce Community Agency are the lead agency for the pupose of the Living Free Project. Stepping Up provides locally integrated, person centred, and evidence based treatment to those whose lives have been affected by alcohol and other drugs and mental health.

Our vision is to be the leading provider of quality, innovative and high impact services for clients with complex needs at the intersection of the addiction, disability, mental health, unemployment and justice sectors.

**POSITION OVERVIEW**

The role of the Young Women’s Principal Practitioner (YWPP) has been established from two year pilot program that focused on diverting young women from involvement in the justice system. 12 months funding has been secured through Gandel Philanthropy to further develop the response on both a programmatic and systemic level to young women aged 10-17 who have previously been reported missing in the Frankston Mornington Peninsula catchment. With an objective to support the young women to address the factors leading to their missing person reports, the YWPP will provide assessment and a program response tailored to each young woman’s individual needs. The YWPP will be required to work within a family systems framework to ensure that the young woman in the program are supported in a sustainable manner through environmental change as well as addressing individual needs.

This unique, dynamic, innovative role will include advocacy, case co-ordination, case management, and assertive outreach and work closely with the project co-ordinator to inform the development of a program model of response to vulnerable young women.

The position will be required to liaise with a range of internal and external key stakeholders including;

* Victoria Police
* Department of Health and Human Services
* Children’s Court of Victoria
* Health and community services across child, youth, family and adult

The key objectives of this role are;

* Apply a gender sensitive, holistic, client centered model of case co-ordination and case management to young women and their support system to reduce the likelihood of future missing persons reports and contact with the justice system
* Undertake both individual and systemic advocacy that lead to an increased understanding of factors that lead to young women being reported missing
* Contribute to the development of a sustainable evidence based program that aims to enhance protective factors including engagement in education/employment; stable accommodation and pro-social connection for vulnerable young women

**KEY RESPONSIBILITIES**

**Case co-ordination and case management**

* Provide initial assessment for young women aged 10-17 referred into the program to ascertain immediate support needs, identify current services involved, support needs and gaps and decide on the most appropriate intervention for each individual which may include care co-ordination, assertive outreach and/or case management
* Undertake comprehensive assessments with young women being provided case management program to identify presenting needs and develop individualised, client-centred recovery plans that guide intervention with individual clients
* Provide high quality case management to young women, some of which have multiple and complex needs and can present as resistant to engaging with support services
* Advocate on behalf of young women whenever necessary and appropriate
* To work within a strength based and coaching framework, to assist young women to build resilience, independence, confidence and skills, including emotion regulation
* Considering the needs of, and identifying any risks to vulnerable children, working with families to develop safety plans and facilitating referrals to child, youth, family services where relevant
* Working within a family systems framework to ensure the parents/carers and siblings of the young women supported in the program are connected with relevant and necessary supports

**Professional liaison and consultation**

* Care co-ordination to address identified needs and to support seamless transitions between services and a consistent approach to supporting the young women and their family units
* Participate and/or facilitate case planning meetings with external agencies
* Developing and maintaining collaborative and productive working relationships with internal and external stakeholders.
* Advocacy, both written and verbal, across the education, Child Protection, justice system and other areas where required

**Supervision and professional development**

* Actively participating in ongoing professional development, individual and group supervision and relevant training as required.
* Supporting the student placement program and supervising students as requested.

**Administration**

* Maintaining up-to-date progress notes, case files and data entry in a confidential and professional manner
* Participate in the development and implementation of appropriate protocols, systems and procedures designed to improve the effectiveness of the program, including obtaining relevant client and professional feedback
* Prepare reports as required including court reports, case plans, support letters and other documentation as required
* Adhering to and keeping informed of relevant legislative compliance requirements, and reporting any perceived breaches, risks, hazards, incidents where relevant.
* Undertaking other duties as directed by the Supervisor and Operations Manager.

**KEY SELECTION CRITERIA**

1. Tertiary qualifications in social work, youth work, welfare studies or related fields and/or demonstrated experience in working with young women.
2. Ability to collaborate effectively with clients, families, colleagues, stakeholders and other service providers
3. The ability to exercise problem solving thinking in an independent working environment
4. Have knowledge of the principles of care co-ordination, case management and case work and the ability to utilise a range of assessments and interventions relevant to the background and needs of the individual and their family units
5. Have an understanding of the impact of trauma on young women and the impact of criminalisation on women
6. Experience in undertaking assertive outreach
7. Flexible work style that incorporates empathy, strong advocacy skills, a creative approach to problem solving and capacity to respond calmly in times of crisis.
8. Excellent written and communication skills.
9. Excellent interpersonal skills and experience in conflict resolution and mediation and Ability to collaborate effectively with clients, families, colleagues, stakeholders and other service providers
10. Ability to assess risk and implement strategies that will keep self and young person safe and ensure duty of care obligations to young people and their families.

**ESSENTIAL REQUIREMENTS**

* Capacity to apply a gender lens to intervention to ensure the program is delivered in an evidence based manner specific to females and their identified needs
* Satisfactory outcome of a confidential Police Check and Working with Children Check.
* Possession of a current Victorian Driver’s License and willingness to travel within catchment and to Melbourne
* Hold a Current Driver’s License and remain current in their First Aid and CPR knowledge.
* Information technology skills, including proficiency in Microsoft Office suite.
* Eligibility to work in Australia.

**DESIRABLE REQUIREMENTS**

* Current knowledge of OH&S practice
* Demonstrated experience, knowledge and skills relating to current issues, trends and programs relating to vulnerable children and families
* Knowledge of the health and community services sector across the Bayside Peninsula area

**TERMS AND CONDITIONS**

* The position is subject to a six month probation period.
* The incumbent will be provided with a mobile phone and access to the use of a vehicle for business travel.
* Employment conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010.
* As an organisation with public benevolent institution (P.B.I.) status, TaskForce offers all staff the opportunity to take up generous Salary Packaging.