



POSITION DESCRIPTION

POSITION TITLE	Hope Street Aboriginal Torres Strait Islander Cadet
PROGRAM	Rotational across First Response Youth Service in Melton. Hope Street in Melton, Hope Street in Whittlesea, Hope Street Brunswick West
REPORTS TO	Team Coordinator
LOCATION	The position is based in Melton and will work from other sites on a rotational basis as above and negotiated.
DAYS & HOURS	Fixed term (maximum of 12 months or until requisite (60 days) completed under contract with AFLSports Ready). Part time 1-2 days per week worked between Monday – Friday between hours 8am – 6pm. The days worked per week are to be agreed at the commencement of each University semester (and are subject to the Cadet's University timetable and Hope Street business operations.
CLASSIFICATION	Social, Community, Home Care and Disability Services (SCHCADS) Award 2010 – Level 2. This hourly rate is currently \$33.23 and may vary depending on variations to the Award.

ORGANISATIONAL INFORMATION

Hope Street Youth and Family Services Limited ("Hope Street") based in the Northern and Western regions of Melbourne, is one of the longest established specialist youth homelessness services in Victoria delivering a broad range of support services to young people who are experiencing or at risk of homelessness.

With 40 years' experience in delivering responsive services to young people in local communities, Hope Street provides both strategically targeted and holistic programs for young people aged 16 – 25 years old, including young families. These programs incorporate the following:

- Short term supported crisis accommodation.
- Assertive outreach support
- Youth reconciliation involving counselling and support for young people and families.
- Advocacy, resource and referral services
- Supported transitional housing.

Hope Street is a not for profit organisation whose vision is a society in which all young people and young families have a safe place to call home. Our purpose is to influence change to end youth homelessness and empower young people and young families to reach their full potential. Our values are Fairness, Collaboration, Social Justice, Integrity, Diversity and Hope.

Hope Street has a zero tolerance to all forms of violence, including child abuse, and is committed to creating safe communities which focus on the best interests of children and young people. The organisation promotes the safety and empowerment of all children and young people acknowledging both their individual diversity and cultural heritage.

Visit our website www.hopest.org for more information.

POSITION INFORMATION

The purpose of this position is to provide the opportunity for a second- or third-year Social Work or Youth Work bachelor's degree student to gain practical and meaningful experience in Hope Street's specialist youth homelessness service. Under the guidance and direct supervision of the Team Coordinator, the



Cadet will be involved in provision of case management support utilising a strengths based, trauma informed and solutions focused approach that is youth and client centered.

The position is part of a multi-disciplinary approach within a team of specialist youth homelessness workers as well as across the organisation. This position will contribute constructively as a team member for the benefit of the whole organisation.

KEY RESPONSIBILITIES

Service Delivery

Under direct supervision of the Team Coordinator, contribute to client service activities including:

- Conducting assessments in collaboration with the Team Leader.
- Develop and participate in responding to client needs within a case management framework utilising client centered, strengths based and solution focused practices.
- Accept and process referrals in accordance with Hope Street Policies and Procedures.
- Client assessments in accordance with Hope Street Policies and Procedures.
- Support the young person with developing their independent living skills.
- Engage the young person identifying and working towards personal goals.
- Advocate with and for the young person when appropriate.
- Prepare and implement the transition of the young person to medium to long term accommodation in line with the case plan goals.
- Encourage young people to remain connected to community activities including employment and training opportunities and social and leisure opportunities.
- Maintain a safe and secure environment for clients, all staff and visitors.
- Participate in relevant client, program and organisational meetings.

Community Development

- Participate in relevant local networks.
- Participate in community development initiatives.
- Promote the services of Hope Street within the community.

Administration & Reporting

- Prepare reports and maintain statistical records and files as requested
- Contribute to policies
- Administrative duties as requested

Continuous Improvement

- Contribute to team meetings and discussions in relation to the program and service delivery.
- Participate in the evaluation and monitoring of the programs including client feedback.
- Collaborate with other support services and community-based activities

General

- Adhere to Hope Streets values of Fairness, Collaboration, Social Justice, Integrity, Diversity and Hope.
- Adhere to the Child Safe Standards and Hope Street Code of Conduct.
- Comply with organisational policies and procedures as updated from time to time
- Maintain a safe environment at all times.
- Undertake a police check prior to commencement and every three years thereafter and inform Hope Street immediately of any convictions.
- Maintain an up to date Working with Children Check.
- Actively participate in supervision and performance review procedures.
- Contribute to a positive and inclusive organisational culture.
- Undertake other duties as requested.



KEY SELECTION CRITERIA

1. Currently undertaking a tertiary qualification in Social Sciences (e.g., Degree in Social Work or Youth Work).
2. Demonstrated knowledge and ability to respond to the needs of clients utilising strengths and solution focused practices.
3. Demonstrated ability to listen, motivate and support young people
4. Solid written skills including writing reports, agendas, minutes, and letters
5. Good communication skills including listening and problem solving
6. Understanding and application of industry standards including confidentiality, professional and ethical practice.
7. Competency with Microsoft Office
8. A current drivers license

Cadet Name _____

Manager Name _____

Cadet Signature _____

Manager Signature _____

Date _____

Date _____