



AWARENESS REHABILITATION MANAGEMENT

POSITION DESCRIPTION

POSITION TITLE:	Youth Options Program - Day Program Support Worker - Part Time
LOCATION:	Kalgoorlie
RESPONSIBLE TO:	Program Coordinator
POSITIONS REPORTING TO THIS ROLE	None
CLASSIFICATION:	Level 3.1 Based on Social, Community Services, Home Care Disability Services Industrial Award 2010
SALARY:	\$39,568.00 Pro rata - Part Time

JOB PURPOSE:

Working with the Youth Options Program Coordinator in creating a safe and respectful home environment for young people so as to assist them in taking responsibility and being capable of making healthy life choices.

Employee
Signature:.....

Employee
Name:.....

Date:.....

Chief Executive Officer/Manager
Signature:.....

Chief Executive Officer/Manager Signature
Name:.....

Date:.....

POSITION DESCRIPTION

RESPONSIBILITIES:

1. Mission and Values:

Key Responsibilities

- Demonstrates ethical behaviour and decision making.
- Relating to each other and clients with courtesy & respect
- Takes responsibility for own actions/behaviours
- Participating fully in the task involved in
- Maintain confidentiality of all information in accordance with the organisational Policy

2. Day Program Support Work:

Key Responsibilities

- Assist the Coordinator in the overall development and delivery of the life skills program.
- Responsible for the delivery of the life skills program.
- Development of resources and activities in the life skills program.
- Provide leadership and set boundaries for the residents, underpinned by the Kalgoorlie YOP rules and guidelines.
- Help the young people to abide by the Kalgoorlie YOP rules and guidelines and the supervised bail requirements
- Reporting and sharing information regarding residents, with Drug Arm WA staff
- Maintain a clean and healthy hostel
- Provide healthy recreational activities for the residents
- Provide care and support to the residents
- Encourage and support residents to take responsibility and to make good choices for the future
- Be open accepting and non judgemental of the residents, provide mentoring and a listening ear
- Ensure that the Kalgoorlie YOP rules and guidelines are adhered to at all times, to create an environment of consistency and stability; for the residents and co-workers.
- Provide opportunities for the residents to experience healthy lifestyle recreational activities.
- Work along side the residents in maintaining the housekeeping functions of cooking, cleaning and washing.
- Create a home like atmosphere, providing a nurturing, safe and fair space, living together as a team.
- Provide regular reporting as required

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- All staff are expected to work according to Drug ARM WA Policies and Procedures Manual

SELECTION CRITERIA

Qualifications:

- Experience in delivery of services (programs) to young people
- Federal Police Clearance and Working with Children Check
- Current WA Drivers Licence (Manual)
- Current Senior First Aid Certificate

Essential:

- Experience and / or willingness to work with clients with challenging behaviours
- Ability to use a computer for reporting and record keeping
- Ability to follow directions & work as part of a team
- An appropriate degree of confidence in managing difficult situations
- Ability to prepare home style meals & maintain a clean and healthy environment
- Ability to engage in outdoor recreational activities: sports, hiking and swimming
- An understanding of and adherence to working within personal and professional boundaries

Desirable:

- An interest in sports, woodwork, gardening or a range of hobbies.
- An interest in food and cooking
- Ability to communicate with young people, particularly young males and an understanding of youth culture
- A broad knowledge of drug and alcohol issues and how they impact on young people



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APPLICATIONS

To apply for this position please forward the following:

- a covering letter:
- a statement addressing the Selection Criteria; and
- your curriculum vitae to:

**Ms Belinda Sinderberry
Program Coordinator
Drug ARM WA Inc
PO Box 10390
KALGOORLIE WA 6433**

or email kalgoorlieyop@drugarmwa.org.au

Closing Date: Monday 13th September 2010