



## ***CatholicCare Canberra & Goulburn***

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### **DUTY STATEMENT**

#### **Youth Connections Program – Team Leader**

Reports to: Family & Regional Services Director  
Award: Centacare Collective Agreement Level 5  
Status: Full Time  
Location: Goulburn & Surrounds

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### **DUTIES**

#### **Responsibilities**

1. Provide assistance to the Program Manager with:
  - a. Day-to-day delivery of the Youth Connections Service Area 13 Southern Tablelands and Snowy
  - b. Collating report data and preparing service outcome reports and other documents as required by the funding body.
  - c. Liaising and coordinating a group of Adult Mentor Volunteers to support young people in the relevant region.
2. Work with a spectrum of at risk youth, including those who are most at risk of disengaging from school through to those who are severely disengaged from education, family and community.
3. Provide a flexible, seamless and tailored service to the young person's personal situation and circumstances, aiming to build their resilience, improve their personal skills and their wellbeing.
4. Provide assistance to young people to remain engaged or re-engage with education and/or further training through the provision of individualised case management to overcome personal barriers.
5. Provide one-on-one assistance, group assistance, mentoring, advocacy and/or referrals to external support or specialist services.

6. Liaise and advocate with other agencies and services on behalf of the young person where required.
7. Maintain program records and data collection as required
8. Attend meetings and accept supervision and training as required
9. Promotion & marketing of the Youth Connections Program and other CatholicCare Programs within the community
10. Abide by CatholicCare staff code of conduct
11. Other duties as directed by the Portfolio Director



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### **SELECTION CRITERIA**

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- 1) Relevant tertiary qualifications and/or experience in youth work, social welfare, social teaching, psychology teaching, mental health or community health related fields
  - 2) Experience assisting with program planning, development and implementation of service delivery is desirable.
  - 3) Demonstrated understanding of and experience in working with at risk young people with complex needs and capacity to relate to disadvantaged young people in a sensitive manner.
  - 4) Knowledge of youth, alternative education, employment and training services within the NSW Service Area. Demonstrated ability to assist young people to re-engage in an education setting, secure training and employment opportunities where barriers exist.
  - 5) Proven ability to liaise and advocate with outside agencies.
  - 6) Demonstrated capacity for sound work organisation and effective use of time.
  - 7) Capacity to work as a member of a team and individually as required.
  - 8) Sound written and oral communication skills.
  - 9) Demonstrated awareness of the relevant principles and practices such as EEO, OH&S, confidentiality and Duty of Care.
  - 10) Possess a current Driver's licence.
  - 11) Willingness to undergo a) National Criminal History Check. b) Working with Children Check c) Prohibited Employment Declaration.
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