



## IDENTIFIED POSITION

# Residential Youth Worker (VN 0821)

## Tennant Creek, Northern Territory

Aboriginal Hostels Limited's (AHL) purpose is to provide safe, comfortable, culturally appropriate and affordable short-term accommodation for Indigenous Australians who need to be away from home to access medical services, education and economic opportunities.

A career with AHL will provide you with a chance to contribute to improving the quality of life and economic opportunity for Indigenous Australians. We offer rewarding experiences and rewarding employment conditions.

AHL is seeking highly motivated Residential Youth Workers to support Indigenous students in a home away from home environment to complete schooling and learn lifelong skills. You will support the students out of school hours, arrange and engage in creative, culturally rich programs and support the students to achieve their individual goals.

<b>Job Title:</b>	<b>Residential Youth Worker</b>
<b>Classification:</b>	APS Level 3
<b>Job Type:</b>	Ongoing and Non-ongoing, Full-time (75 hours per fortnight) Non-ongoing opportunities may be offered for up to 18 months initially, with the possibility of an extension.
<b>Salary and benefits:</b>	<b>\$58,159 – \$61,717</b> plus 15.4% superannuation and the ability to salary sacrifice up to \$15,900 per FBT year for rent, mortgage or living expenses. District Allowance of \$3,685 pa without dependants or \$6,497 with dependants. Shift penalties may apply. Development opportunities available including comprehensive orientation and continuing on-the-job training.
<b>Additional benefits:</b>	In addition to 4 weeks of annual leave, secondary education hostels enter close-down during the prescribed school term breaks. This generally means an <b>extra 6 to 8 weeks</b> of paid leave per year, noting that staff may be recalled for 2 weeks each year for training, relief work, or to prepare the hostel for the next school term.
<b>Position Contact:</b>	Kelvin on 02 6212 2015
<b>Closing Date</b>	Sunday, 24 January 2021

# P.R.O.U.D.

WE ARE... **PROFESSIONAL RESPECTFUL OPEN UNDERSTANDING DEDICATED**

## Duties and Responsibilities

<b>Customer Services</b>	<ul style="list-style-type: none"> <li>• Ensure that a clean, neat and welcoming environment is provided to all students;</li> <li>• Work closely with hostel staff to accommodate students' needs; and</li> <li>• Liaise with internal and external stakeholders to ensure students' needs are attended.</li> <li>• Attends work on time and in accordance with approved roster (Work Pattern);</li> </ul>
<b>Hostel Operations</b>	<ul style="list-style-type: none"> <li>• Assist with all aspects of hostel operations;</li> <li>• Participate in longer-term strategic planning to ensure constant development in hostel facilities and business improvement;</li> <li>• Where required, assist with general housekeeping and food preparation duties. Ensure meal routines is met.</li> </ul>
<b>Student Services</b>	<ul style="list-style-type: none"> <li>• Support students with routine school activities, including class preparation, provide transport to school/sport/medical appointments, homework and studies;</li> <li>• Engage with students through group work and culturally appropriate recreational activities;</li> <li>• Build a rapport with students and focus on positive behaviors and achievements;</li> <li>• Assist to develop educational and cultural support initiatives, including mentoring and leisure activities that foster well-being and independence for students;</li> <li>• Work collaboratively to provide one-on-one support to students, ensuring their personal and educational development;</li> <li>• Monitor student's supply of clothing, footwear, school material and other belongings.</li> <li>• Contribute to student's individual care plans, and identify opportunities for development;</li> <li>• Have oversight of administrative tasks including student applications, student enrolments, ABSTUDY support and student appointments;</li> <li>• Promote and safeguard the safety and welfare of students, adhering to AHL's child protection policy.</li> </ul>
<b>Professional Service and Community Engagement</b>	<ul style="list-style-type: none"> <li>• Develop cooperative relationships with school teachers, parents and community members;</li> <li>• Facilitate productive working relationships with colleagues, local providers and suppliers/contractors;</li> <li>• Resolve complex issues to ensure a positive, culturally appropriate experience and quality stay.</li> </ul>
<b>Work, Health &amp; Safety (WHS)  Property Maintenance</b>	<ul style="list-style-type: none"> <li>• Perform all tasks in a manner which upholds AHL's commitment to safety of its staff and residents by adhering to relevant WHS practices;</li> <li>• Promptly report workplace hazards and WHS issues, including injury or illness, to their manager or Health and Safety Representative (HSR);</li> <li>• Report unsafe, hazardous or emergency situations using AHL's Hazard &amp; Incident Reporting;</li> <li>• Appropriately use equipment or substances and report all property maintenance;</li> <li>• Perform the duties of the First Aid Officer and Emergency Warden when on duty.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Other duties as directed</li> </ul>

*Whilst this duty statement summarises the purpose of the job and lists its key tasks, it is not a definitive list of all the tasks to be undertaken. Tasks can vary at the discretion of the Chief Executive Officer, in consultation with the employee. To deliver services effectively, a degree of flexibility is needed and the employee may be required to perform work not specifically referred to above.*

## Skills and Experience Required

All applicants will be assessed in relation to their ability to perform in accordance with the prescribed duties, APS Values and Code of Conduct, the social justice principles of equity and diversity, and occupational health and safety in the workplace. Successful candidates will demonstrate:

<b>1. Values and principles</b>	<p>Commitment to working with Aboriginal and Torres Strait Islander peoples and the demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples. This commitment will be shown by your capacity to:</p> <ul style="list-style-type: none"> <li>• Understand Aboriginal and Torres Strait Islander peoples and cultures;</li> <li>• Identify issues affecting Aboriginal and Torres Strait Islander peoples today;</li> <li>• Communicate respectfully.</li> </ul> <p>Ability to uphold ethical youth worker practices and principles including:</p> <ul style="list-style-type: none"> <li>• Young people as the primary consideration and the duty of care of young people;</li> <li>• Privacy, confidentiality and appropriate boundaries;</li> <li>• Transparency, honesty and integrity;</li> <li>• Awareness of social and cultural contexts;</li> <li>• Cooperation and collaboration;</li> <li>• Managing self-care needs.</li> </ul>
<b>2. Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in designing and participating in youth activities supporting their social and educational development;</li> <li>• Knowledge and understanding of educational challenges facing Aboriginal and Torres Strait Islander students, especially in a boarding environment;</li> </ul>
<b>3. Stakeholder Relationships</b>	<ul style="list-style-type: none"> <li>• Ability to develop and maintain productive and positive relationships;</li> </ul>
<b>4. Work Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• You must also demonstrate a detailed understanding of Work Health and Safety (WHS) practices, and be committed to operational needs, performing additional duties as requested;</li> <li>• Commitment to promote and uphold the safety and welfare of students by adhering to AHL’s child protection policy at all times.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Proven integrity, reliability and adaptability;</li> <li>• Proven ability to plan, organise and work effectively in a team;</li> <li>• A positive, proactive and compassionate attitude.</li> </ul>
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>• Incumbents need to be in good physical health. They will be required to walk, lift and carry, work a flexible schedule, participate in recreational activities and must be able to move continuously during working hours. Shift work may apply.</li> </ul>
<b>Mandatory Qualifications</b>	<ul style="list-style-type: none"> <li>• Certificate IV in Community Services – Student Residential Care, or a willingness to commence studies</li> <li>• Current Senior First Aid Certificate or willingness to obtain one</li> <li>• Current Driver’s Licence</li> <li>• Current Bus Licence for light-rigid vehicles (up to 25 seats) or willingness to obtain one.</li> </ul>
<b>Desirable Qualifications/Experience</b>	<ul style="list-style-type: none"> <li>• Mental Health First Aid Certificate</li> <li>• Bronze Medallion (for hostels with swimming pools or regular water activities)</li> </ul>

## Requirements for employment

- be an Australian citizen.

Prior to engagement you will need to:

- hold a current valid driver's licence;
- hold (and maintain) a Working with Children Check in the relevant state;
- undergo a satisfactory National Criminal History Check; and
- meet fitness for duty requirements.

## Notes

This is an **Identified Position** and Indigenous Peoples are encouraged to apply, as are non-Indigenous jobseekers with a commitment to working with Aboriginal and Torres Strait Islander Peoples.

The successful applicant will need to show understanding of Aboriginal and Torres Strait Islander Peoples and display respect at all times towards residents and staff.

**RecruitAbility** applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information see:

<http://www.apsc.gov.au/priorities/disability/recruitability>

## How to apply

1. Complete the position **Application Form**. Be sure to include details for two referees.
2. Prepare your **resume** outlining your career history, skills and qualifications.
3. **Email** your **Application Form** and **resume** to [applications@ahl.gov.au](mailto:applications@ahl.gov.au) by the closing date of Sunday, **24 January 2021**.

**Please be sure to include your name and the position in the subject of your email.**