

## Job Description Form

# Community Youth Officer

### Position Details

<b>Position Number:</b>	Generic
<b>Classification:</b>	Level 6
<b>Award / Agreement:</b>	PSA 1992 / PSCSAA 2019
<b>Organisational Unit:</b>	Community Services / Service and Operational Improvement/ Target 120
<b>Location:</b>	Various
<b>Classification Date:</b>	13 July 2018
<b>Effective Date:</b>	January 2021

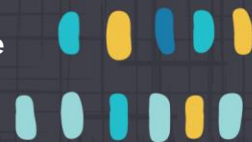
### Reporting Relationships

**This position reports to:**

Manager, Level 7

**Positions Under Direct Supervision:**

This position has no subordinates.



## About the Department

The Department of Communities' mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department's direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department's functions and services include disability services; child protection and family support; social and affordable housing; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome-based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place-based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

## Role Statement

Target 120 is a collaborative early intervention program to address the complex needs of at-risk young people and their families to prevent escalating offending behaviour.

The Target 120 Community Youth Officer operates across systems to implement and coordinate Target 120 in the local area. The Community Youth Officer is responsible for the coordination of client intake, support planning and service provision for young people and their families in Target 120.

The Community Youth Officer provides a key interface between government agencies, community service organisations and the local community, gathering and sharing information to provide enhanced access to supports and services for Target 120 clients in accordance with their support plans. This includes convening and maintaining relevant local governance groups, and reporting to the Target 120 project team.



## Duties and Responsibilities

### 1. Strategic Leadership

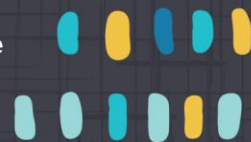
- 1.1 Operates at a system-wide level.
- 1.2 Promotes Target 120 in the local area.
- 1.3 Provides strategic leadership and direction for local interagency governance groups, operational staff and service providers working with Target 120 clients.
- 1.4 Oversees relationship with contracted Target 120 service providers.

### 2. Support Coordination

- 2.1 Implements and coordinates the Target 120 program in the local area.
- 2.2 Coordinates Target 120 screening and triage and the obtaining of consent from potential clients.
- 2.3 Brokers and negotiates quality referral pathways within government systems.
- 2.4 Oversees the development of individual support and case plans for Target 120 clients and the facilitation of access to supports and services in line with the plan.
- 2.5 Provides ongoing support to service providers in relation to their interaction with Target 120 clients.
- 2.6 Undertakes transition planning with families and services to re-enter main stream universal services.
- 2.7 Works with agencies and stakeholders to identify and engage young people and families suitable for referral to youth and family supports and convenes collaborative case management meetings.

### 3. Partnerships and Collaboration

- 3.1 Leads and coordinates the Target 120 initiative across government and non-government agencies in the local area, in conjunction with local interagency governance groups.
- 3.2 Demonstrates community leadership through collaboration with other government and non-government agencies and community stakeholders, and active participation in relevant community activities.



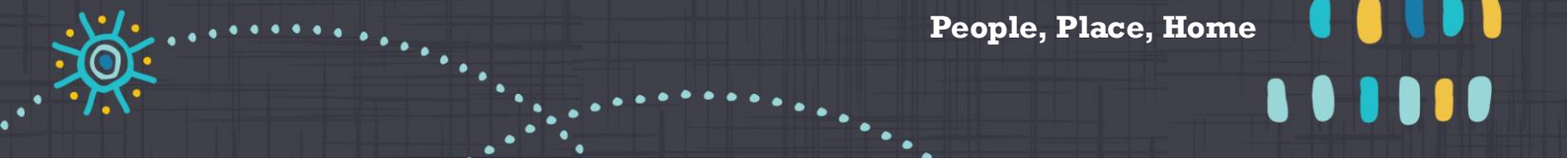
- 3.3 Builds and maintains relationships and networks to promote and improve service delivery and enhance the profile of, and processes relating to, Target 120.
- 3.4 Supports effective operation of the local interagency governance group, including convening and facilitating regular meetings and enhancing stakeholder participation.
- 3.5 Works with agencies and stakeholders to identify and engage young people and families suitable for referral to youth and family supports and convenes collaborative case management meetings.
- 3.6 Provides support and assistance to agencies in resolving issues that act as barriers in the coordination and collaboration of service delivery.
- 3.7 Builds relationships and networks with the local community, including the Aboriginal community.
- 3.8 Contract management of relevant service providers, including monitoring the achievements of key performance indicators.

#### **4. Information Management and Reporting**

- 4.1 Records and maintains up to date information regarding local support options, consultation records and correspondence on the required database within required timeframes.
- 4.2 Maintains statistical and data collection requirements and provides information for the program evaluation.
- 4.3 Provides timely and accurate written and verbal reports to local interagency governance groups and the Target 120 Project Team as required.
- 4.4 Monitors local expenditure against allocated budget.

#### **5. Corporate Responsibilities**

- 5.1 Exhibits accountability, professional integrity and respect consistent with Communities Values, the Code of Conduct, and the public sector Code of Ethics.
- 5.2 Actively participates in the Communities performance development process and pursues professional and personal development opportunities.
- 5.3 Undertakes other responsibilities as directed.



## Essential Work-Related Requirements (Selection Criteria)

1. Highly developed communication and relationship building skills including the ability to negotiate, manage conflict, establish trust, network and gain co-operation with internal and external stakeholders.
2. Significant experience in working effectively in culturally appropriate ways with Aboriginal people and people from culturally diverse backgrounds and a demonstrated understanding of past and current issues affecting these communities.
3. Service delivery experience in a human service, justice, child protection or mental health setting and an understanding of the issues around working collaboratively with agencies to build and develop interagency networks.
4. Demonstrated capability in case coordination or management, planning, developing and implementing consultation processes and process improvement and capturing relevant evaluation data.
5. Commitment to the principles of social justice.

## Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory National Police Clearance.
2. Appointment is subject to a satisfactory Working with Children (WWC) Check.
3. Possession of a current Western Australian 'C' or 'C-A' Class Driver's Licence or equivalent, and the ability to travel in response to organisational needs. This requirement continues for the duration of employment in this position and from time to time production of the licence may be required upon request by the Department.