



**Youth Support Officer**

**POSITION DETAILS**

Position Title: Youth Support Officer  
Position Number: SS 006  
Department: Social Support Services  
Reports to: Manager Social Support Services  
Position Term: 12 Month Fixed Term Contract. Renewed annually subject to funding

**PREAMBLE**

Bega Garnbirringu Health Services (Bega) approaches health service delivery from a holistic perspective. This means that Bega seeks to close the gap in health outcomes for Aboriginal people through a multi faceted approach that includes a high level of attention to the social determinants of health as well as clinical and primary health.

In order for this approach to be effective it is essential that all staff view their role through the eyes of the client and from a whole of organisation perspective. To this end it is essential that all employees be team oriented and prepared to work cooperatively in a multi-disciplinary environment. All employees must abide by their contract of employment and code of conduct and apply themselves to their duties with professionalism, integrity, ethical practice and with diligence.

The organisation has a strong commitment to the provision of services that are culturally appropriate and safe for Aboriginal clients.

Working at Bega is not just a job - it is a commitment.

**PRIMARY PURPOSE**

To provide a holistic approach in assisting young people to make a healthy transition to adulthood and ensuring their social and emotional wellbeing through culturally appropriate engagement and support services.

**EMPLOYEE**

I (Full Name) \_\_\_\_\_ have sighted and accept this duty statement and acknowledge the expectations that will be held of me in relation to my role at Bega.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

This Duty Statement is certified as current by the Chief Executive Officer as at \_\_\_\_/\_\_\_\_/\_\_\_\_

Wayne Johnson  
Chief Executive Officer.



**POSITION ACCOUNTABILITIES**

<b>KRA</b>	<b>Accountabilities</b>
Professional Services	<ul style="list-style-type: none"> <li>• To establish relationships with the target group</li> <li>• To deliver mental health services in a culturally appropriate manner and environment</li> <li>• To increase access and support for Aboriginal residents of Kalgoorlie-Boulder and Coolgardie who have low-to-moderate mental health issues</li> <li>• To provide for and meet immediate life sustaining needs of clients</li> <li>• To assess individual clients needs with assessment tools</li> <li>• Increase Community awareness and uptake of services relating to Social &amp; Emotional Wellbeing, Mental Health and AOD issues</li> <li>• Promote holistic models of intervention and provide a continuum of care through collaboration with other stakeholders</li> <li>• Apply harm reduction &amp; early intervention treatment &amp; tools to suit clients</li> <li>• Provide advocacy and referral pathways as required</li> <li>• Other tasks as directed by Manager, Social Support Services</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• To collect and evaluate data regarding client demographics and emerging trends in client needs</li> <li>• Individual case management of clients</li> <li>• Ensure client records, filing systems and statistical records are kept to meet the funding body's requirements and the operational needs of the service</li> <li>• To provide other administrative support as required and agreed upon by the Manager, Social Support Services</li> <li>• Other tasks as directed by Manager, Social Support Services</li> </ul>
Other Duties	<ul style="list-style-type: none"> <li>• To undertake the duties and responsibilities of the role in the context of cultural awareness</li> <li>• Undertake personal and professional development and training as required</li> <li>• Perform other duties relevant to the position as directed by the Manager, Social Support Services</li> <li>• Represent Bega Garnbirringu Health Services in all matters in a professional, ethical and client focused manner</li> <li>• Attend team/staff meetings</li> <li>• Must be willing to travel at times as required</li> <li>• Promote BGHS and youth services at Community events and forums</li> </ul>



### POSITION PARAMETERS

#### Education & Experience:

Have a current "C" class licence
Possess current Police Check or ability to obtain one
Possess current Working with Children Check or ability to obtain one
Possess current first aid
Current certificate III or IV in Aboriginal Primary Health Care or Diploma in an associated field or in process of obtaining one

#### Skills & Abilities:

Ability to communicate with indigenous people from different communities and interest groups
Good computer knowledge
Ability to work under pressure
Ability to work as part of a multi disciplinary team in a community based organisation
Ability to work out of hours on a roster basis
Cross cultural sensitivity and understanding of issues affecting Aboriginal Communities and people

#### Behavioural Competencies:

Demonstrate a high commitment to Aboriginal Social and Emotional Well being and customer service
A high level of integrity and ethical practice
Adaptable and flexible
Energy and initiative
Customer service, responsiveness and team focus
Stress tolerance
Professional manner
Self motivated and proactive
Ability to assess and identify areas for improvement and development across the organisation
Attention to detail

#### Objective:

To participate and abide by the Bega commitments, principles and values as portrayed under the Bega Mission Statement.
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#### ENDORSEMENT

Endorsed by Chief Executive Officer		Date
Name:	Signature:	