

## Youth Support Officer

Base	Mareeba SHS & VPG	Region:	Tablelands & Mareeba
Location:			
Salary Guide:	Approx \$75 - \$83,000 + up to \$15,900 tax free benefits	Award:	Educational Services (Schools) General Staff Award Wellbeing Services Grade 2-3
Term:	ASAP - Dec 2024	Type:	Full Time

### About us

VPG is a non-profit organisation that has been improving child and youth transitions in Far North Queensland for over 20 years. With Centres in Cairns, Atherton & Mareeba, we have assisted thousands of young people and families. We seek to empower youth, strengthen families and build the capacity of education, industry and communities through quality partnerships. <http://www.vpginc.com.au>  
[f-everyfamilytablelands](http://www.vpginc.com.au)

### About our values

At VPG our exceptional organisational culture is aligned to our values. You will be part of a team that is compassionate, generous, inclusive, responsible and fun and we expect you to demonstrate these behaviours throughout your career with us.

### About you

#### Qualifications

- A relevant tertiary qualification in a Social/Human Services Discipline, Youth Work or a related field. Students approaching the completion of their degrees are welcome to apply.

#### Mandatory Requirements

- Experience in working with children and families.
- A current QLD Driver's License.
- Current Clear Australian Police Check provided prior to commencement.
- Suitability Card for Child Related Employment (Blue Card registration).
- Strong computer competency across Microsoft applications and ability to touch type.

#### Desirable Skills and Experience or Capacity to gain

- A high level of cultural awareness along with knowledge of culturally safe practices.
- Personal qualities of empathy, imagination, innovation, resilience and optimism.
- Excellent interpersonal skills and resolve conflict effectively.
- Well-developed communication, problem solving and interpersonal skills.
- Group facilitation skills.
- Strong reflective practice skills.

#### About the service and role

1. You will work within our partnered Secondary School support team delivering services to enrolled young people: (approx. 0.8 Allocation)
  - Contribute to a supportive school environment.
  - Build the capacity of young people to actively participate in education and transition into and through to senior years.
  - Connect young people and their families with information, services and community connections to support school engagement.
2. You will work within a dynamic Tablelands team delivering support services to children & young people encompassing: (approx. 0.2 Allocation)
  - Assessment, Referrals and Guidance
  - Co-designed Support & Engagement Planning
  - Support Group/Activity Facilitation

## Key Responsibilities - Service Delivery

- Implement solutions within the three-phase model of practice including psycho-social assessments and support interventions, advocacy, brokerage and referral.
- Facilitate access to services inclusive of drug/alcohol, mental health, housing, legal, domestic & family violence, general health, budgeting and debt management.
- Support young people to identify goals and develop engagement plans.
- Support young people to self-motivate, self-navigate and to build networks to develop personal, practical, agency and relationship skills.
- Identify and establish peer support groups as needed for children/young people who share common experiences to improve social connections.
- Connect young people to activities tailored to their strengths as well as the local educational and economic context.
- As directed prepare and deliver innovative group workshops and psycho-social programs to develop young people's skills/capabilities.
- Maintain a student load, including plans, notes, appointments, placements and other administrative tasks ensuring quality, efficiency and effectiveness in the management of data.
- Transport children/young people to assigned appointments and activities.
- Support schools & communities to improve the wellbeing of children and young people.
- As required, undertake assertive outreach activities to identify and engage children/young people.
- As required, deliver community education in the area of child/youth development and wellbeing.
- Actively seek and develop working relationships and networks with community stakeholders.
- Contribute to the ongoing promotion of VPG services via social media, good news stories, reports.
- Maintain confidentiality and privacy in all matters relating to staff, participants and procedures.
- Assist in the preparation and presentation of applications, reports, submissions and recommendations as directed.

## Key Responsibilities - Integrity & Productivity

- Act as a participant focused, values-based team member and work collaboratively with staff within our Advantage Thinking approach.
- Ensure behaviour during all work interactions is aligned to our values of being compassionate, generous, inclusive, responsible and fun.
- Comply with all VPG policies and procedures and those relevant to Education QLD sites.
- Actively contribute and participate as a VPG team member across all programs exchanging ideas and information on a regular basis.
- Maintain and develop your professional skills, seeking opportunities to ensure a high level of technical proficiency and personal effectiveness.
- Fulfil other tasks that VPG leadership reasonably asks you to perform.
- Maintain an understanding of all VPG services to confidently communicate with and promote to external stakeholders.
- Understand the nature of risk when undertaking daily duties and the importance of complying with relevant legislation and service standards, reporting any known breaches to their manager.
- Undertake a range of duties to ensure the smooth running of VPG Centres including but not limited to reception, washing up, emptying rubbish, putting away equipment, checking mail, maintaining vehicles, purchasing supply.

## Applying

All applicants must submit their applications in PDF format, by email to our Executive Assistant, Angela Wienert, [angela@vpginc.com.au](mailto:angela@vpginc.com.au)

You will only be considered by providing the following information in your application:

1. Current resume and cover letter briefly addressing the mandatory and desired skills & experience. Please include your motivation for applying for the role.
2. Copies of all qualifications held.
3. A covering letter detailing your interest in the role and how you meet the responsibilities/attributes.

We conduct interviews during business hours 8:30am - 5pm. Please note that only short-listed candidates will be contacted regarding their application.

VPG | Compassion | Generosity | Inclusiveness | Responsibility | Fun