CAAPS
Aboriginal Corporation

Position Description

Position Title	**Youth Services Case Worker**
Area	**Berrimah, NT**
Reports To	**Coordinator Youth Services**
Direct Reports	**Nil**

Position Purpose

Provide trauma sensitive care and support to young people who have suffered the impact of substance use.

Responsibilities

- Provide case management support to clients in CAAPS YS Program through the utilisation of principles that underpin case management.
- Provide trauma-informed case support to young people who have suffered the impact of substance use (aimed at the empowerment, engagement, and motivation towards their recovery).
- Establish strong therapeutic relationships with clients, and ensuring clients engage in all CAAPS activities associated with CAAPS treatment (programs, activities, group work, cultural activities, and engagement with external services).
- Provide advice and support to the Youth Services Program around best practice principles in relation to CAAPS client work.
- Coordinate and support clients to achieve assessed treatment goals, toward addressing life challenges and enhancing wellbeing.
- Focus on relationship building within a culturally safe and trauma informed approach.
- Understand and adhere to legislative requirements of providing services to youth including the care and protection of young people.
- Coordinate and support YS programs to encourage clients to participate in all activities associated with CAAPS Youth Services treatment programs including external services.
- Maintain an awareness of client needs and wellbeing including participation in internal handover procedures.
- Participate in team meetings and work as part of a team to ensure a high level of clinical governance within CAAPS Youth Services.
- Data entry and reporting in line with National reporting requirements, including up to date entry of case notes and revised case plans.
- Ensure all incidents/accidents and identified hazards are reported in accordance with CAAPS WHS policy and procedure e.g. lodging incident reports.
- Participate in quality assurance processes with a focus on continuous improvement, data collection, reviewing and monitoring.
- In the course of other duties, establish networks and relationships with remote and urban based communities and community organisations.
- Work positively as a member of a multidisciplinary team.
- Participate in CAAPS afterhours on-call rotation

- Client case management files are updated
- Client information entered on MIMASO and MHAODB External Service Provider Client System are updated
- Incident reports logged and reported on Logicq QMS
- Participate in all relevant planned training programs when required and seek to improve performance by gaining new skills and knowledge.
- Other related duties as requested by Management within the competences of the position to perform.
- Will Participate in completing Intake Assessments
- Will also participate in delivery of CAAPS Programs

Key Performance Indicators

- Facilitate and support client engagement in all activities associated with CAAPS Youth Services programs including involvement with external services
- Coordinate client treatment plans and support clients to achieve treatment goals
- Provide case management for young people engaged in CAAPS Youth Services.
- Act in a Key Worker for young people as part of team
- Provide follow up and aftercare for exiting clients in conjunction with family workers
- Participate in the clinical governance of CAAPS youth programs.
- Support YS client intake

Key Selection Criteria

- Diploma of Alcohol & Other Drug/Community Services/Youth Work, or willingness to obtain.
- Adopts a strength-based approach to behaviour management and an understanding of trauma informed approaches.
- Demonstrated ability to work with Aboriginal and Torres Strait Islander youth.
- Excellent verbal and written communication, competent administrative and documentation skills.
- Demonstrated ability to work positively both as part of a multidisciplinary team and independently.
- Adhere to legislative requirements in dealing with young people.
- Contribute to a safe working environment by identifying potential hazards and responding in accordance with CAAPS Policies and Procedures.
- Contribute to continuous improvement activities.
- Energetic, sets high goals and standards and strives to achieve them.
- Willingness to maintain a drug free lifestyle, a drug test will be conducted upon employment and at random intervals as requested by Management at any time.
- The ability to speak Aboriginal Languages is an advantage.

Knowledge

- Sound knowledge of the issues impacting Aboriginal and Torres Strait Islander people
- Extensive understanding of current issues impacting the delivery of AOD services to young people affected by substance use

- Sound knowledge of trauma informed approaches to service delivery
- Extensive knowledge of current local and national issues related to health promotion, prevention and management

Experience in the following area is highly regarded

- Extensive experience working with young people with substance use issues including provision of case coordination, family work and advocacy.
- Experience in effectively delivering clinical or community services to Aboriginal and/or Torres Strait Islander people.
- Demonstrated computer skills including MS Suite, email, data collection/input and record management skills.

*Please provide Selection Criteria responses and copies of any relevant qualification with your application.

Prior to commencement, you must be able to provide:

- A current NT Ochre Card (Category E), or evidence of application in order to obtain an exemption
- A Criminal History Check completed within the 3 months prior to the commencement date
- A current NT Driver's License (minimum C Class)
- A negative drug screen result
- Current Apply First Aid and CPR Certificates (or willingness to obtain)
- Mandatory Reporting Certificate (or willingness to obtain)
- Completion of all other mandatory training requirements applicable to the role, as detailed in the CAAPS Training Matrix.

I hereby acknowledge that I have read and understood my responsibilities, as outlined in this position description.

Employee Name: _____

Employee Signature: _____ Date: _____