

## POSITION DESCRIPTION

<b>Position</b>	Case Manager – Launch Youth
<b>Level</b>	4.1 (SCHADS Industry Award)
<b>Job Status</b>	Perm part-time
<b>Reports to</b>	Senior Worker – Launch Youth
<b>Number of Subordinates</b>	Nil
<b>Working Hours</b>	2.5 days per week (9am–5:30pm Monday; 1:30pm – 5:30pm Tues; 1:30pm – 5:30pm Wed; 1:30pm – 5:30pm Thurs). Weekend work is also an option with some negotiation possible.

### **ORGANISATIONAL MISSION STATEMENT:**

Pathways Tasmania is a uniquely Tasmanian charity which operates facilities in Tasmania for the care of those who are homeless or battling addictions:

- 1) Through our Launch Youth facility in Hobart, we provide a safe home to teens and young men aged 13 – 22 years of age.
- 2) Through Transformations we bring back to health men and women who come to us destroyed by addictions.
- 3) Through our adored property, Kingsholme, we support a unique not-for-profit foster caring community of families in the idyllic village of Ellendale allowing for foster siblings to live altogether in safety and love on a working farm.

### **Launch Youth**

Launch is a Hobart-based shelter for male youth (13-22 yrs) who are homeless or troubled with trauma issues. As a medium to long-term home for these young men, it is the only such shelter in Tasmania. Launch also caters for high and complex needs clients including youth detention alternatives. Launch operates one 6-bed “high care” shelter (house) where all residents initially stay with 24/7 supervision, plus two 2-bed “independent living” units nearby for residents who are ready for transition to semi-independent living (18 years of age upwards).

Launch was formerly known as Youth Accommodation Services Tasmania Inc, or “YASTAS”, and has been operating in Hobart for over 30 years.

### **FOCUS OF DUTIES:**

Within legal requirements and responsibilities and in close collaboration with staff and other external organisations (e.g. allied health professionals, youth justice workers, mental health practitioners, housing

case managers, education professionals) case manage the support for our Launch Youth boys with the intention of transitioning them toward self-reliant housing and employment pathways.

### **SCOPE OF WORK PERFORMED:**

#### **Resident Support:**

- a) Intake, assessment and referral responsibilities (e.g. notification to Department of Child and Family Services Intake team)
- b) Collaborate with Launch youth support workers to put in place client centred case management plans taking into account individual client needs and client goals, and provide direction for them towards achieving these goals.
- c) Provision of on-going youth support work and case management to Launch Youth residents, including oversight of daily activities in the residence.
- d) Advocate on behalf of clients, including high school attendance or education enrolment, doctor or mental health professional appointments, court appearances where required, NDIS support and the like.
- e) Maintain accurate and current case notes including our SHIP on-line data management system.
- f) Maintain daily activities log and provide appropriate communication to other staff.
- h) Provide best practice leadership in all areas of mental health, drug and alcohol (AOD) rehabilitation, education and justice support for our clients across our organisation.

#### **General:**

- a) Network effectively with other services to provide best possible client outcomes
- b) Participate in Housing Connect meetings as directed by Senior Worker.
- c) Any other relevant duties as may be required from time to time
- d) Work in close co-operation and professional harmony with Launch Youth Senior Worker to help achieve quality case management of at times high-needs clients and so help achieve organisation KPIs.
- e) Model a drug free lifestyle for our residents. Pathways supports a smoke-free environment on all our properties (except in allocated outdoor spaces for residents only) and does not allow staff to smoke in proximity of clients. We encourage a drug free lifestyle to be modelled by all staff to ensure authentic case management of their AOD needs.

#### **Key Performance Indicators:**

1. Client care is co-ordinated and provided in a timely manner including:
  - a. All clients have care plans with clear goals and progress monitored.
  - b. Referrals received are assessed in a timely manner.
  - c. All clients have a regular case management meeting in accordance with their care plan.
2. Monthly reports are provided to management in a timely manner.
3. Ability to be creative and work with potentially resistant or difficult residents.

## **PRE EMPLOYMENT CONDITIONS:**

### **Pre-employment Checks:**

The person nominated for this job is to satisfy a pre-employment check before taking up the appointment. The following checks will be conducted:

1. Conviction check in the following areas:
  - a. Crimes of violence
  - b. Sex related offences
  - c. Serious drug offences
  - d. Crimes involving dishonesty
2. Identification checks
3. Disciplinary action in previous employment check
4. Working with Vulnerable People: Child Related Activity application to be completed and returned prior to employment.

## **GENERAL QUALIFICATION GUIDELINES:**

### **Knowledge, skills and abilities (selection criteria):**

- a) Excellent knowledge of client-focused case management principles and proven ability to use these principles to provide effective case management to clients with complex needs
- b) Understanding of the Housing sector and homelessness issues
- c) Understanding of trauma in young people and its effect on at-risk behaviours.
- d) Understanding of AOD issues and the addictive cycle in young people.
- e) Excellent knowledge of local support services available for youth with multiple and complex needs
- f) Proven ability to create and maintain effective and successful working relationships with other services for the benefit of our client group
- g) Proven ability to use initiative, ensuring decisions comply with all relevant laws and regulations
- h) Excellent organisational, time keeping and problem solving skills
- i) Proven ability to work both independently and as part of a team towards achieving best client outcomes
- j) Excellent computer skills including the ability to use Microsoft Word and Outlook proficiently
- k) Passion for working with disadvantaged youth

### **Essential Qualifications / experience:**

- a) Diploma in Community Services or Social Work Degree, or equivalent qualification in Counselling at-risk youth dealing with AOD issues
- b) Current Drivers Licences
- c) A current first aid workplace level 2 certificate (or the ability to obtain it)

### **Desirable Qualifications / experience:**

- a) Training/education and/or experience working with traumatised youth
- b) Knowledge of or experience working in the Tasmanian youth justice system

- c) Capacity to work evening and/or weekend shifts.

**Applicants should send their resume and cover letter addressing the above selection criteria to:**

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or contact him on (03) 6223 1065 weekdays

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