



## APS 4 Residential Youth Worker

### Canon Boggo Pilot Hostel, Thursday Island QLD

**AHL's purpose** is to provide safe, comfortable, culturally appropriate and affordable short-term accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities.

**A career with AHL** will provide you with a chance to contribute to improving the quality of life and economic opportunity for First Nations people. We offer rewarding experiences and great training and employment conditions.

**Residential Youth Workers** are key in creating a home away from home environment for students. You will support the students during out of school hours, arrange and engage in creative, culturally rich programs and guide the students to build life-long skills and achieve their personal goals.

<b>Reference:</b>	VN4723
<b>Job Title:</b>	Residential Youth Worker
<b>Classification:</b>	APS Level 4
<b>Job Type:</b>	Ongoing– Full-time (75 hours per fortnight) Work pattern attached
<b>Remuneration:</b>	<p><b>\$67,366 - \$67,974</b> per annum plus 15.4% superannuation <b>PLUS:</b></p> <ul style="list-style-type: none"> <li>• <b>Salary packaging</b> - Regular salary packaging options for vehicles, superannuation and laptops etc. PLUS, ability to salary sacrifice <b>\$15,900 per Fringe Benefit Tax year</b> for rent, mortgage or general living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay. This benefit is not ordinarily available in other APS agencies.</li> <li>• <b>Shift Penalties</b> - Generous shift penalties apply for weekends and public holidays.</li> <li>• <b>District Allowance</b> - \$3,685 pa without dependants or \$6,497 pa with dependants.</li> <li>• <b>Training</b> - Induction training, Corporate Induction; Job Specific Orientation, AHL Child Protection Framework Training, AHL Toolbox Talk Training.</li> <li>• <b>Meals while on duty</b></li> </ul>
<b>Paid Leave during School Holidays</b>	<p><b>4 weeks Annual Leave</b> (to be used in school holiday periods only) <b>PLUS, 6-8 weeks paid Close Down</b> leave during school holiday periods.</p> <p>Note: staff may be asked to work up to 2 weeks in total during the school holidays to undertake training, relief work, and hostel preparation for new term or hostel closedown.</p>
<b>Location</b>	<a href="#">Canon Boggo Pilot Hostel   Aboriginal Hostels Limited (ahl.gov.au)</a>
<b>Contact Officer</b>	Anita Leedie – 0448 000 063
<b>Closing Date</b>	11:59 pm AEDT on Wednesday 22 March 2023

## Position Description

<b>Duties and Responsibilities</b>	
<i>Under the general direction of the Hostel Manager/Assistant Hostel Manager, provide high quality care and support within a residential setting to Aboriginal and Torres Strait Islander peoples.</i>	
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Ensure that a clean, neat and welcoming environment is provided to all students;</li> <li>• Work closely with hostel staff to accommodate student needs;</li> <li>• Liaise with internal and external stakeholders to ensure student needs are attended; and</li> <li>• Attends work on time and in accordance with approved roster (Work Pattern).</li> </ul>
<b>Hostel Operations</b>	<ul style="list-style-type: none"> <li>• Assist with all aspects of hostel operations;</li> <li>• Participate in longer-term strategic planning to ensure constant development in hostel facilities and business improvement; and</li> <li>• Where required, assist with general housekeeping and food preparation duties. Ensure meal routines is met.</li> </ul>
<b>Student Services</b>	<ul style="list-style-type: none"> <li>• Support students with routine school activities, including class preparation, provide transport to school/sport/medical appointments, homework and studies;</li> <li>• Engage with students through group work and culturally appropriate recreational activities;</li> <li>• Build a rapport with students and focus on positive behaviors and achievements;</li> <li>• Assist to develop educational and cultural support initiatives, including mentoring and leisure activities that foster well-being and independence for students;</li> <li>• Work collaboratively to provide one-on-one support to students, ensuring their personal and educational development;</li> <li>• Monitor student's supply of clothing, footwear, school material and other belonging;</li> <li>• Contribute to student's individual care plans, and identify opportunities for development;</li> <li>• Have oversight of administrative tasks including student applications, student enrolments, ABSTUDY support and student appointments; and</li> <li>• Promote and safeguard the safety and welfare of students, adhering to AHL's child protection policy.</li> </ul>
<b>Community Engagement</b>	<ul style="list-style-type: none"> <li>• Develop cooperative relationships with school teachers, parents and community members;</li> <li>• Facilitate productive working relationships with colleagues, local providers and suppliers/contractors; and</li> <li>• Resolve complex issues to ensure a positive, culturally appropriate experience and quality stay.</li> </ul>
<b>Work, Health and Safety and Property Maintenance</b>	<ul style="list-style-type: none"> <li>• Perform all tasks in a manner which upholds AHL's commitment to safety of its staff and residents by adhering to relevant WHS practices;</li> <li>• Promptly report workplace hazards and WHS issues, including injury or illness, to their manager or Health and Safety Representative (HSR);</li> <li>• Report unsafe, hazardous or emergency situations using AHL's Hazard &amp; Incident Reporting;</li> <li>• Appropriately use equipment or substances and report all property maintenance; and</li> <li>• Perform the duties of the First Aid Officer and Emergency Warden when on duty.</li> </ul>
<i>Whilst this duty statement summarises the purpose of the job and lists its key tasks, it is not a definitive list of all the tasks to be undertaken. Tasks can vary at the discretion of the Chief Executive Officer, in consultation with the employee. To deliver services effectively, a degree of flexibility is needed and the employee may be required to perform work not specifically referred to above.</i>	

## Skills and Experience Required

*All applicants will be assessed in relation to their ability to perform in accordance with the APS Values and Code of Conduct, the social justice principles of equity and workplace diversity, and occupational health and safety in the workplace.*

### Successful candidate will demonstrate:

<b>1.</b>	In-depth understanding of Aboriginal and Torres Strait Islander cultures and issues affecting First Nations peoples.
<b>2.</b>	Demonstrated ability to support outcomes for First Nations peoples and the demonstrated ability to communicate sensitively and effectively with First Nations peoples.
<b>3. Values and Principles</b>	Ability to uphold ethical youth worker practices and principles including: <ul style="list-style-type: none"><li>• Young people as the primary consideration and the duty of care of young people;</li><li>• Privacy, confidentiality and appropriate boundaries;</li><li>• Transparency, honesty and integrity;</li><li>• Awareness of social and cultural contexts;</li><li>• Cooperation and collaboration; and</li><li>• Managing self-care needs.</li></ul>
<b>4. Stakeholder Relationships</b>	Ability to develop and maintain productive and positive relationships.
<b>5. Work Health and Safety</b>	<ul style="list-style-type: none"><li>• You must also demonstrate a detailed understanding of Work Health and Safety (WHS) practices, and be committed to operational needs, performing additional duties as requested; and</li><li>• Commitment to promote and uphold the safety and welfare of students by adhering to AHL's child protection policy at all times.</li></ul>
<b>6. Personal Attributes</b>	<ul style="list-style-type: none"><li>• Proven integrity, reliability and adaptability;</li><li>• Proven ability to plan, organise and work effectively in a team; and</li><li>• A positive, proactive and compassionate attitude.</li></ul>
<b>7. Physical Requirements</b>	You will need to be in good physical health and will be required to walk, lift and carry, work a flexible schedule, participate in recreational activities and must be able to move continuously during working hours. Shift work may apply.
<b>Mandatory Qualifications and Training</b>	<ul style="list-style-type: none"><li>• Current NSW Working with Children Check;</li><li>• Certificate IV in Community Services – Student Residential Care, or a willingness to commence studies within the first 6 month of employment;</li><li>• Current First Aid Certificate or willingness to obtain within the first 6 months of employment;</li><li>• Current Driver's /Bus Licence for light-rigid vehicles (up to 25 seats) or willingness to obtain one, if required.</li></ul>
<b>Desirable Qualifications</b>	<ul style="list-style-type: none"><li>• Mental Health First Aid Certificate; and</li><li>• Bronze Medallion (for hostels with swimming pools or regular water activities).</li></ul>

## Our values:

In AHL we demonstrate P.R.O.U.D values and recruit candidates with these qualities.



## Notes:

This is an **Identified Position** and Indigenous jobseekers are encouraged to apply, as well as non-Indigenous jobseekers with a demonstrated commitment to working with Aboriginal and Torres Strait Islander peoples. The successful applicant will need to demonstrate a knowledge and understanding of Aboriginal and Torres Strait Islander Peoples and display respect and dignity in all their dealings with staff and residents.

Further, **RecruitAbility** applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information see:

<http://www.apsc.gov.au/priorities/disability/recruitability>

## To be eligible for engagement and to maintain employment, applicants must:

- Provide evidence of Australian Citizenship
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold and maintain a Working with Children Check in the QLD (prior to engagement)
- Hold a valid Driver Licence
- Hold or obtain relevant qualifications
- Satisfactorily complete a Probation period once employed

## How to apply

1. Complete the **Application Form** available from our website [www.ahl.gov.au/employment](http://www.ahl.gov.au/employment) and be sure to complete the one-page pitch outlining your relevant skills and experience.
2. Email your CV and completed Application Form to [applications@ahl.gov.au](mailto:applications@ahl.gov.au) by **11:59PM AEDT**, on the **closing date, Wednesday 22 March 2022**.
3. Please include your name and the vacancy number (**VN4723**) in the subject of your email.

Aboriginal Hostels Limited | Work Pattern

Position	Residential Youth Worker				Position Number	3190				Work Pattern	3190		
Location	Canon Boggo Pilot Hostel (3005)												
DAY	Working Hours									Shift Penalties			
	On	Off	On	Off	On	Off	On	Off		Total	30%	50%	
Thursday					14:00	19:00	19:30	22:00	1	7.5000			
Friday					14:00	19:00	19:30	22:00	2	7.5000			
Saturday					14:00	19:00	19:30	22:00	3	7.5000		7.50	
Sunday	8:00	12:00	12:30	16:00					4	7.5000		7.50	
Monday					14:00	19:00	19:30	22:00	5	7.5000			
Tuesday									6	0.0000			
Wednesday									7	0.0000			
Thursday					14:00	19:00	19:30	22:00	8	7.5000			
Friday					14:00	19:00	19:30	22:00	9	7.5000			
Saturday					14:00	19:00	19:30	22:00	10	7.5000		7.50	
Sunday	8:00	12:00	12:30	16:00					11	7.5000		7.50	
Monday					14:00	19:00	19:30	22:00	12	7.5000			
Tuesday									13	0.0000			
Wednesday									14	0.0000			
										75.0000	0.0000	30.0000	
Date of Effect	18-Mar-21				Hostel Manager Allowance								
Basic Hours	75.00				Annual Leave		5 Weeks						
Shift Penalties 30%	0.00												
Shift Penalties 50%	30.00												

Aboriginal Hostels Limited | Work Pattern

<b>Position</b>	Residential Youth Worker						<b>Position Number</b>	3192		<b>Work Pattern</b>	3192		
<b>Location</b>	Canon Boggo Pilot Hostel (3005)												
	<b>Working Hours</b>								<b>Shift Penalties</b>				
<b>DAY</b>	On	Off	On	Off	On	Off	On	Off		Total	30%	50%	
Thursday									1	0.0000			
Friday									2	0.0000			
Saturday	8:00	12:00	12:30	16:00					3	7.5000		7.50	
Sunday	6:00	12:00	12:30	14:00					4	7.5000		7.50	
Monday			14:00	17:00	17:30	22:00			5	7.5000			
Tuesday			14:00	17:30	18:00	22:00			6	7.5000			
Wednesday			14:00	17:30	18:00	22:00			7	7.5000			
Thursday									8	0.0000			
Friday									9	0.0000			
Saturday	8:00	12:00	12:30	16:00					10	7.5000		7.50	
Sunday	6:00	12:00	12:30	14:00					11	7.5000		7.50	
Monday			14:00	17:00	17:30	22:00			12	7.5000			
Tuesday			14:00	17:30	18:00	22:00			13	7.5000			
Wednesday			14:00	17:30	18:00	22:00			14	7.5000			
										<b>75.0000</b>	<b>0.0000</b>	<b>30.0000</b>	
Date of Effect	03-May-18		Hostel Manager Allowance										
Basic Hours	75.00		Annual Leave		5 Weeks								
Shift Penalties 30%	0.00												
Shift Penalties 50%	30.00												