

## Position Description

This position description is available in large print and other accessible formats upon request.

<b>Position Title</b>	Reignite Caseworker
<b>Directorate / Service / Program</b>	Client Services, Youth Services, Justice Programs
<b>Reports to</b>	Team Leader – Justice Programs
<b>Location</b>	Geelong Region
<b>Classification</b>	Social, Community, Home Care and Disability Services Industry Award Level 5
<b>Date Revised</b>	September 2025

### About Us

We are Meli, inspired by the word Meliorism. The belief that the world can be made better through human effort.

Meli is a Victorian not-for-profit organisation, offering a unique combination of services to support members of our community throughout their lifetime, from early childhood through to adolescence and adulthood.

Everyone faces challenges occasionally, and Meli is here to lend compassionate help, and to take a preventative and early response approach – no matter how big or small a problem.

**Our Purpose:** Supporting people, strengthening communities.

**Our Vision:** A fair, safe and inclusive community where everyone can thrive.

**Our Values:** Build Connection, Show Courage, Inspire Action, Celebrate Difference, Be Dynamic.

**To learn more about Meli please visit our website [www.meli.org.au](http://www.meli.org.au)**

### Position Overview

The Reignite program seeks to employ a specialist caseworker to work collaboratively and intensively with young people (aged 10-15), and their support networks to reduce criminal behaviour and develop pro-social connections with vocation, education and community services.

The key objectives of this role are to:

- Engage with young people engaging in high-risk, high-harm behaviours, and their families, through provision high quality assertive outreach, goal setting and case planning.
- To address the underlying risk factors leading to youth offending behaviours through application of case management frameworks, targeted interventions and Meli's common practice approach in consultation with the care team.

- Ensure practice is strengths based and client- lead through mentoring and advocacy.
- Provide a range of tailored prosocial interventions, referral pathway to the targeted cohort to supporting positive behaviour change.

Reignite forms part of Meli's Justice Programs portfolio incorporating:

- Youth Support Service
- Youth Justice Community Support Service and After Hours
- Youth Justice Group Conferencing
- Reignite

## Key Accountabilities

**Duties of this position may include, but are not limited to the following:**

- Develop sound ecological understanding of client circumstances within a bio-psycho-social framework.
- Provide case management support in accordance with the Best Interests Case Practice Model, and with consideration around Trauma Informed Practice and cultural needs and safety.
- Promote the interest of the young person through advocacy.
- Support young people and their families to identify their support needs and participate in the development of their support plan.
- Build trusting relationships with families, respecting their lived experiences and cultural identities.

### **Collaboration & Advocacy:**

- Work closely with schools, Child protection, Youth justice, and community services to coordinate support.
- Advocate for the needs and voices of children, young people, and families within systems and processes.

### **Practice Development:**

- Contribute to reflective practice, supervision, and team learning.
- Maintain accurate records and contribute to program evaluation and reporting. □ Uphold Meli's values and restorative principles in all aspects of work.

### **Program Accountabilities:**

- Actively participate in practice improvement processes (reflective practice sessions, clinical supervision) as directed.
- Comply with organisational and program reporting and evaluation requirements as per funding guidelines.

### **Organisational Accountabilities:**

- Other reasonable duties as directed.
- Apply Meli's quality and risk management frameworks.
- Understand and comply with the standards of a Child Safe Organisation.
- Active involvement in professional development to build knowledge and skills.
- Make decisions following Meli values, relevant standards, practices, policies, procedures, regulations, industrial instruments and legislation.

### **Organisational Accountabilities:**

- Other reasonable duties as directed
- Apply Meli's quality and risk management frameworks
- Understand and comply with the standards of a child safe organisation in both practice and culture
- Active involvement in professional development to build knowledge and skills
- Make decisions following the values, and the relevant standards, practices, policies, procedures, regulations, industrial instruments and legislation

## **Qualifications, Skills, and Experience**

### **Essential**

- Tertiary qualification (or equivalent) in Youth Work, Social Work or Community Welfare (Diploma+). Will consider a relevant combination of education and experience.
- Proven ability to engage and case-manage young people at risk and young people exhibiting challenging behaviours
- An understanding of the impact of trauma on young people and the ability to work from a trauma informed approach
- Ability to undertake needs identification and risk assessments to inform decision making, planning and interventions for an individual or family plan.
- Understanding of the purpose and expectations of the Victorian Child Safe Standards and demonstrated commitment to contributing to a child safe organisation in both practice and culture.

### **Desirable**

- Experience working with high risk youth, particularly in the context of youth offending.

## **Other Requirements of the Role**

All employees must undergo and maintain a range of satisfactory checks as a condition of employment. These include:

- Working with Children Check
- National Coordinated Criminal History Check (NCCHC)
- International Police Check (if required)
- Have the right to work in Australia

## **Key Stakeholders**

- Meli services
- Youth Justice
- Child Protection
- Youth Services providers (internal and external)
- Victoria Police
- Geelong Children's Court

- Education providers

## Physical Requirements & Environmental Conditions of the Role

Meli is committed to creating inclusive spaces that are accessible for everyone by reducing and/or removing barriers through reasonable adjustments.

The following table shows the physical and psychological work environment characteristics that have been identified as part of this role. Where possible, Meli will make reasonable adjustments to support individuals to succeed in their roles.

Required Activities / Working Environment	Frequency
<b>Computer based tasks, sedentary position, office based</b>	Often
<b>Repetitive manual tasks</b>	Rarely
<b>Working in buildings which may have stairs</b> (Reasonable adjustments can be made)	Often
<b>Driving, in &amp; out of vehicles</b> (If driving is required, must hold current Victorian Driver Licence)	Often
<b>Bending, lifting, pushing, pulling</b>	Often
<b>Working alone or at a co-located site</b>	Often
<b>Confrontational/confronting situations</b> (Due to the nature of our work, there may be times when staff are exposed to content, behaviour, language and/or situations that can be confronting)	Often
<b>Working outside in differing weather conditions</b>	Sometimes
<b>Working on-call and/or after hours</b>	N/A
<b>Attending external locations including client homes</b>	Often

## Inclusion Statement

Meli is committed to being a place where everyone has a sense of belonging.

We embrace the unique perspectives and experience of our people and our community, and their voice is at the heart of our values and decision making.

We aim to be courageous as we learn, grow, and evolve as an accessible, inclusive and safe organisation for people of all identities.

We are working to create a team of people who reflect the diverse community we support. Aboriginal and Torres Strait Islander, LGBTQIA+, culturally diverse people, those living with a disability, and those looking to return to the workforce following a break in their career, are encouraged to apply for our roles.

## Child Safety Statement

Meli is committed to child safety in every aspect of the organisation. We take deliberate steps to protect children from physical, sexual, emotional, and psychological abuse and neglect. Our organisation fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns.

We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children and young people. This includes providing a safe environment for children and young people with a disability, who are Aboriginal and Torres Strait Islander, from culturally and/or linguistically diverse backgrounds or who identify as LGBTQIA+.

Meli's policies and practices promote the safety and wellbeing of children and establish an effective, consistent approach to prevent, respond to and encourage the reporting of allegations of child abuse and harm.

All children, their families and carers should feel welcome at Meli, including feeling able to express their identity and raise concerns about their own or others' safety.

## Employee Declaration

I have read and understood this Position Description and in signing this document agree that I can fulfill all the requirements of the position described in this document. Additionally, I agree to notify management immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

**Note:** The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.