

Position Description Summary (Part I)

Position Title: Student Placements Internship / Special Project Volunteer

Location: Wayville (or worksite – see Project Brief)

Reporting to	Senior Policy, Projects and Carer Engagement Officer (or delegate)	
Liaises with internally	All Staff at location of placement and other project supporters	
Liaises with externally	Vocational Placement Co-ordinator and as directed by the Senior Policy, Projects and Carer Engagement Officer	
Purpose of the Position/Position Overview	To gain experience working with a Not For Profit Organisation To complete project as designated – See Project Brief	
Key Objectives	To complete goals and performance tasks as outlined in the Project	
Hours of Work	2 days / week - or as negotiated	
Salary / wages	N/A (not paid)	
Essential Qualifications/ Skills/ Knowledge/ Experience/ Abilities	<ul style="list-style-type: none"> • Solid analytical and research skills • Effective report writing skills • Knowledge of issues faced by disadvantage populations • Ability to think outside the square • Knowledge of the requirement of privacy legislation 	
Preferred Skills/ Knowledge/ Abilities	In the final year of completing elected degree Interested in gaining experience in the Community Sector Experience in using Microsoft Office Experience in using software relevant to the project Experience in analysing information and data Excellent oral and written communication skills Ability to follow organisational policies, procedures and instructions	
Behaviours Required	1 Teamwork 2 Good Communication 3 Planning and Organising skills 4 Good Time Management 5 Honesty and Integrity	
Key Performance Indicators	Financial Results N/A	Program Outcomes N/A
	Customer Satisfaction	Customer Outcomes <ul style="list-style-type: none"> • Reports completed in a timely manner • Demonstrated collaborative work practices
	Business Processes	100% Compliance with work place policies, procedures and standards 100% Compliance with standard operating procedures
	Learning and Growth for me and others	Professional Development Plan linked to Program outcomes and personal development

Tasks and Responsibilities – as detailed in the Project Brief, which is adjunct to this document.

WH&S Requirements

Contribute to a safe, healthy and discrimination free environment for all staff at Carers SA by being aware of, reporting and supporting the implementation of appropriate policies and procedures.

Contribute to a safe, healthy and discrimination free environment at Carers SA by fulfilling legislated requirements. Employees must take reasonable care to protect employee’s own health and safety at work in accordance with Section 28 of the Work Health and Safety Act 2012.

Other duties coincidental to the position

- Duties for this position should not be considered definitive. Duties may be added, deleted or modified in consultation with the incumbent as necessary.

I hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of the Business.

Name

Date

Young Carer Toolkit Project 2017
Internship Project Brief
(Part II of Position Description)

Location: Carers SA State Office, Wayville

Reporting to	Marianne Lewis
Liases with	<ul style="list-style-type: none"> • Program Manager Community Services • Carers SA staff , volunteers • External networks with subject knowledge
Purpose of the Position/Position Overview	<p>Definition: Young carers are children and young adults up to 24 years of age, who provide care or assist in the care of a family member of friend who maybe a frail-aged person, someone with disability, chronic or mental illness or someone recovering from an illness or accident.</p> <p>Purpose:</p> <ul style="list-style-type: none"> • Research strategies and resources available to young carers <ul style="list-style-type: none"> ○ Increase wellbeing and resilience ○ Increase knowledge related to caring role ○ Education and work related support available in SA • Produce a toolkit of resources, tips, connections that will support young carers in their caring role and their individual goals.
Key Objectives	<ul style="list-style-type: none"> • Work in collaboration with and with input from key Carers SA staff and others on this project. • Investigate / collate / design a fit for purpose resource toolkit for young carers based on capacity building, self-efficacy principles • Provide a short report including recommendations for potential further opportunities / actions.
Special Requirement	<input checked="" type="checkbox"/> Police clearance <input type="checkbox"/> DCSI clearance (<input type="checkbox"/> children, <input type="checkbox"/> aged care, <input type="checkbox"/> vulnerable persons) <input checked="" type="checkbox"/> Other as follows: May require intra-state travel to Carers SA sites.
Hours of Work	<p>In accordance with the University's relevant program, or as negotiated. Usually 2days/week Proposed start date: March 2017 Proposed end date: tbc</p>
Salary	Not paid - Student Placement or Internship, volunteer basis.

Outcomes

For student / intern / project volunteer:

- Gain experience working with a non for profit organisation
- Increase knowledge regarding issues facing disadvantage populations
- Further skill set and experience in designing a program or service that is fit for purpose based on results based accountability principles
- Further innovative thinking within complex human services environment
- Gaining hands on experience designing and piloting a sustainable program model for carers

For the organisation:

- Welcome recommendations for services, future research, early interventions etc.
- Forming relationships with (future) experts or researchers who have an interest in family carers.
- Gain information and recommendation regarding effective and suitable resources for young carers.

I hereby understand the requirements associated with this Project Brief and will fulfil the obligations required of the tasks, responsibilities and needs of the Business.

Name

Date