

## CHC40421

### All items below must be present for the duration of the placement.

- Access to a facility that provide youth support/intervention services, such as:
  - Child and family support services
  - Community care organisations
  - Out of home care services
  - Domestic violence and family violence support services
  - Sexual assault and abuse
  - Community legal services
  - Community mental health facilities
  - Community financial, education and employment services
  - Youth justice support services
  - Advocacy services
  - Statutory services
  - Immigration services
  - Recreational services
- All relevant policies, procedures, and workplace documentation to carry out their tasks
- Access to clients, including young people and their families or guardians, and Aboriginal and Torres Strait Islander People and other people from other cultural backgrounds
- Access to legalisation and regulations relating to the provision of services
- Access to behaviour, specialist and other support services for referral
- Workplace documentation:
  - Client records
  - Individualised case plans
  - Referral forms
  - Intake forms
  - Screening and assessment tools, including alcohol and other drugs (AOD) assessment
  - Intervention and prevention program materials
  - Mandatory reporting forms
  - Workplace health and safety reporting documents
  - Information on local community services
  - Information on family intervention theory and practice
  - Incident reports
  - All workplace policies and procedures including:
    - WHS and emergency response procedures
    - Conduct
    - Discrimination
    - Complaints Management
    - Continuing professional education
    - Dignity of risk
    - Duty of Care
    - Human Rights
    - Informed consent
    - Mandatory Reporting
    - Practice Standards
    - Professional boundaries
    - Privacy and confidentiality
    - Records management
    - Industrial relations information
    - Work health and safety
    - The provision of grief and loss support
    - Crisis prevention and intervention procedures

- Restrictive Practices Procedures
- Responding to disclosure
- Referral procedures
- Risk assessment
- Case management procedures
- Codes of conduct
- Copies of applicable legislation, regulation and standards and practice frameworks
- Self-care and debriefing processes
- Information relating to:
  - Group needs
  - Network groups
  - Family intervention theory and practice
  - Other services relevant to client needs
- Workplace technology computers, laptops mobile phones, telephones, printers
- Personal protective equipment appropriate to the role and work area
- Protective aids: alert and safety devices: emergency call systems, key safe, I.D.
- Presentation media
- A group of at least three (3) people to whom to give a presentation
- Groups of at least five (5) people for whom to facilitate group activities
- Access to a supervisor who holds a Certificate IV in Youth Work or higher level qualification