

CHC50425 Diploma of Youth Work Workplace Resources Checklist

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

- Access to a facility that provides services for the development and outcomes of programs for young people and their needs, such as:
 - Child, youth 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
- Access to clients from a range of cultural backgrounds including Aboriginal and Torres Strait Islander peoples including their families and carers
- Access to co-workers from a range of diverse backgrounds
- Interpreter and translation services where required
- Opportunities to engage with children and young people and their support networks, families and carers
- Access to legalisation and regulations relating to the provision of services
- Accreditation standards (as applicable)
- International and national charters
- Access to behaviour, specialist and other support services for referral
- Workplace journals
- Access to current, relevant legislation, regulations, codes of practice, policies and procedures such as those relating to:
 - WHS and emergency response procedures
 - Conduct
 - Discrimination
 - Complaints Management
 - Continuing professional education
 - Dignity of risk
 - Duty of Care
 - Hazard Identification
 - Human Rights
 - Informed consent
 - Incident Reporting
 - 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

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- Responding to disclosure
- Referral procedures
- Risk assessment
- Auditing processes
- Relevant national and state/territory child protection legislation
- Opportunities to develop policies and procedures
- Opportunities to engage in problem solving activities
- Information relating to:
 - Group needs
 - Peak bodies
 - Network groups
 - Web based network services
- Workplace documentation including:
 - Individualised plans
 - Care plans
 - Case management plans
 - Client records
 - Incident reports
 - Case notes
 - Progress reports
 - Treatment Plans
 - Client questionnaires and feedback forms
 - Intake forms
 - Referral forms
 - Client assessment materials and assessment tools
- Workplace equipment and resources including:
 - Client databases
 - Reporting forms and documentation
 - Funding frameworks
 - Advocacy frameworks
- Personal protective equipment appropriate to the role and work area
- Protective aids: alert and safety devices: emergency call systems, key safe, I.D.
- Mobility aids as applicable to the community services and client needs
- Workplace technology and digital media including computers, laptops, telephones, printers
- Presentation media
- A group of at least three (3) people to whom to give a presentation
- Groups of at least five (5) people to whom to facilitate group activities
- Access to a supervisor with a Diploma of Youth Work or higher level qualification