



■ Position Description

Job Title:	Youth Development Officer
Reporting To: -	Youth Services Team Leader
Remuneration level:	Negotiable depending on experience and qualifications

Purpose of the position

The primary purpose of this position is to provide an outreach service to support young people to improve their quality of life, to participate to their maximum potential in social, recreational, education and vocational activities.

The position reports directly to the Youth Services Team Leader, and will be involved in assessing and responding to individual client needs, and developing, reviewing and implementing Support Plans, in consultation with clients and other relevant stakeholder.

Responsibilities

■ **Responsibility 1 - Provide an outreach client centred casework service and ongoing case management support to young people with complex trauma histories and complex needs, including safety, mental health and alcohol and other drug issues.**

Authority Level – Able to work semi-autonomously with guidance and assistance from the Youth Services Team Leader.

Measurement - The ability to work as part of a team in a multi-disciplinary environment, as well as to work autonomously with a high degree of organisational skill.

■ **Responsibility 2 - Work closely with representatives from all program areas to develop, coordinate, implement and monitor client initiatives, with the ultimate goal of improving the health and wellbeing of young people within WA**

Authority Level – Able to work semi-autonomously with guidance and support from the Youth Services Team Leader.

Measurement - Ability to communicate, work with, and understand the needs of various client groups i.e. homeless, offenders, mental health consumers, addiction sufferers.

■ **Responsibility 3 To participate in the planning, development and delivery of effective programming to meet the community outcomes of the program.**

Authority Level – Able to work semi-autonomously with guidance and support from the Youth Services Team Leader.

Measurement - Clients actively engaged in the development, organising and participation of community activities.

■ **Responsibility 4 - To identify the needs of young people in the program and network with relevant youth services, agencies, organisations and government departments to provide holistic support through advocacy and referral procedures both locally and on a regional basis.**

Authority Level – Able to work semi-autonomously with guidance and support from the Youth Services Team Leader.

Measurement - Strong administration skills including developing case plans, professional case noting, writing court reports and effective time management skills.

■ **Responsibility 5 - To increase the participation of young people in the program in decision making on issues which affect their access to and use of services and the agreed outcomes through multi partnership case plans.**

Authority Level – Able to work semi-autonomously with guidance and support from the Youth Services Team Leader.

Measurement - Young people have access to information on a range of issues, e.g. health (mental, sexual, drug and alcohol etc), education, employment, accommodation, crisis services, Domestic Violence etc.

■ **Responsibility 6 - To carry out any other duties as assigned by the Executive Director within reason and as discussed and agreed to.**

Authority Level – Able to work semi-autonomously with guidance and support from the Youth Services Team Leader

Measurement - High level interpersonal skills and an ability to communicate, negotiate, liaise and consult effectively with a range of people.

■ **Responsibility 7 –To ensure (in cooperation with the Records manager) that all documents relating to youth and community development are registered and managed in accordance with the Document Management Plan approved by the CEO**

Authority Level – The Team Leader is expected to work with the Records Manager

Measurement - High level of cooperation with Records management.

Relationships

Responsible to:

Youth Services Team Leader

Supervision of:

Young people

Internal/external liaison:

Internal

With:

1. Youth Services Staff

2. Recreation and Aquatic centre manager

3. Executive Manager Community Services,
All staff and Councillors

Purpose

1. Work together for the benefit of young people

2. Programs delivered at the aquatic centre

3. As required

External

Community organisations, within the Shire of Halls Creek.

Federal and State government agencies.

Public and private sector funding agencies.

Other youth service providers, both in and beyond Halls Creek.

Extent of Authority

- Works in accordance with general direction from the Youth Services Team Leader.
- High level of initiative and flexibility within the parameters of Council's policies and procedures and funding bodies' requirements.
- Contributes to the development of Youth Services Diversionary Program.

Specific Duties

Assistance and Support to Young People:

- 1.1 Assist with the supervision of youth programs and projects, events and school holiday programs in accordance with young people's age range and interests.
- 1.2 Have up to date knowledge of local and broader youth issues and work collaboratively with young people, agencies, governments and the community to address these issues.
- 1.3 Provide support and opportunities for young people to actively participate in their community and promote their positive achievements
- 1.3 Act as a mentor to young people.

Community Participation:

- 2.1 Assist the Youth Services Team Leader to develop cultural protocols for working with the different language groups in the community.

- 2.2 Assist the Youth Services Team Leader with the calendar of events for the region.
- 2.3 Work with key stakeholders and the community to identify gaps and duplication of services.

Working with Non- government and Government Agencies:

- 3.1 Support the Youth Services Team Leader with developing appropriate activities, programs and facilities with other government and non government agencies.
- 3.2 Support the Youth Services Team Leader to maintain service delivery within funding guidelines

Administration, Planning and Co-ordination:

- 4.1 Undertake the necessary administrative tasks to ensure the effective and efficient delivery and promotion of services to young people and the community.
- 4.2 Assist with the provision of data and information for Youth Services
- 4.3 Participate in the contribution of regular articles for local paper

Other:

- 7.1 As directed by the Youth Services Team Leader.

Person Specification

Skills

Essential

- Well developed interpersonal skills including well-developed communication skills.
- Good level administrative and organisational skills.
- Well developed problem solving skills.
- Competent information technology skills.
- Demonstrated ability to work with young people (10 – 25 years old).
- Demonstrated ability to work as part of a team
- Good time management skills
- Ability to maintain a healthy and safe work environment
- Current “C” class manual driver’s licence, with 4WD experience or a willingness to undergo 4WD training.
- A current Working With Children Check (WWCC), or commitment to undergo WWCC.
- Preparedness to undergo Police Checks and/or National Criminal checks as required by funding agreements.
- Preparedness to undergo Department of Corrective Services Six Monthly Employee Checks.

Knowledge

- Awareness and understanding of the issues faced by youth in remote areas, in particular Aboriginal youth.
- Working knowledge of information technology.
- Demonstrated knowledge of community development principles and practice.

Desirable:

- Local knowledge of the Kimberley area

Qualifications and/or Training

Desirable:

- Experience or qualifications in Youth Studies, Social or Behavioural Sciences.

Selection Criteria

Essential:

- A good understanding of case managed youth work principles, practices, knowledge, skills and ethics
- Good understating of the contemporary context and experiences of young people, and the challenges inherent in their life course and the ability to develop appropriate responses to achieve positive outcomes
- Highly developed teamwork skills and ability to work collaboratively with all Shire departments, schools and external agencies and stakeholders
- Sound computer literacy skills
- Good administrative and organisational skills
- Well developed verbal and written communication skills, including liaison, negotiation, leadership and facilitation skills
- Working knowledge of MS Outlook, Word, Excel, Internet Explorer.

Signed Date.....

Rodger Kerr-Newell
Chief Executive Officer

Reviewed and Revised 04 February 2015
Margaret Glass (Youth & Community Development Manager)