

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Youth Engagement Officer (Casual)		
Position Number:	3251	Standard Position Hours:	35 Hours
Directorate:	Corporate and Community Services	Unit:	Community and Cultural Engagement
Salary Grade:	3	Award Band and Level:	Band 2 Level 1
Position Reports to:	Senior Youth Worker		
Staff Management:	0		
Budget Responsibility:	Nil		
Date Created:	21 May 2009	Date Last Reviewed:	15 April 2019
Version:	1	Document Number:	DOC2019/042513

ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 400 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of three Directorates:

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services.

ORGANISATIONAL CONTEXT OF POSITION

The Corporate and Community Services directorate manages services associated with the following functions within Cessnock City Council:

- Finance, Governance and Administration
- Technology Systems
- Community and Cultural Engagement.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The position is responsible for supervising and engaging with young people who attend the Cessnock Youth Centre and Outreach Service (CYCOS) and includes its social, recreational and educational programs, drop in centre activities and youth outreach activities across various locations within the Cessnock Local Government Area.

KEY ACCOUNTABILITIES

1. Supervision of young people who engage with CYCOS ensuring a respectful, welcoming, inclusive and safe environment.
2. Assist with delivering CYCOS social, recreational and educational drop in centre activities and youth outreach activities in accordance with the CYCOS Strategic Plan and its operating procedures.
3. Assist with ensuring the youth centre and its equipment used for programming are maintained to appropriate standards.
4. Assist with the delivery of activities held during Youth Week and youth activities associated with broader Council civic events.
5. Good working knowledge of youth and community services available to young people and referral processes.
6. Delivery of services in accordance with children and youth related legislation and awareness of contemporary youth and family issues.
7. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Certificate (minimum level IV) in Youth Work, Welfare, Community Services or related discipline and/or relevant experience in a professional youth work role.
2. Demonstrated high level interpersonal and verbal communications skills with proven ability to engage and develop a professional rapport with young people.
3. Knowledge and understanding of issues confronting young people, particularly within the Cessnock Local Government Area.
4. Demonstrated ability to work as part of a team and contribute to a culture of continuous improvement.
5. Proven knowledge and understanding of child protection legislation.
6. Ability to work in accordance with a roster including evening work across various locations within the Cessnock Local Government Area.
7. Current Class C driver's licence.
8. Possession of a Paid Worker's current and valid Working with Children Check Number.

Highly Desirable

1. First Aid Certificate
2. Experience working with young people in a youth centre environment.

SIGNATURE

Employee

Full Name:

Signature:

Date: