



## POSITION DESCRIPTION

| POSITION DETAILS              |                                   |                                 |                                    |
|-------------------------------|-----------------------------------|---------------------------------|------------------------------------|
| <b>Position Title:</b>        | Aboriginal Community Youth Worker |                                 |                                    |
| <b>Position Number:</b>       | 3252                              | <b>Standard Position Hours:</b> | 35 Hours                           |
| <b>Directorate:</b>           | Corporate and Community Services  | <b>Unit:</b>                    | Community and Cultural Development |
| <b>Salary Grade:</b>          | 6                                 | <b>Award Band and Level:</b>    | Band 2 Level 2                     |
| <b>Position Reports to:</b>   | Youth Services Coordinator        |                                 |                                    |
| <b>Staff Management:</b>      | 0                                 |                                 |                                    |
| <b>Budget Responsibility:</b> | \$5,000                           |                                 |                                    |
| <b>Date Created:</b>          | 1 September 2020                  | <b>Date Last Reviewed:</b>      | 24 April 2023                      |
| <b>Version:</b>               | 2                                 | <b>Document Number:</b>         | DOC2020/158017                     |

### 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 is responsible for the delivery and operations of Council's financial, administration, governance, information technology, customer service and procurement functions and its community and cultural services.

The Community and Cultural Development Unit is responsible for the planning, development, delivery and operations of community and cultural services including libraries, performing and creative arts, youth services, cultural facilities, community planning and community development activities.

The position works within the Cessnock Youth Centre and Outreach team and works with young people about to enter high school through to early adulthood who are living, working or studying in the Cessnock Local Government Area.

### 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 supporting and engaging with Aboriginal and/or Torres Strait Islander young people, their families and communities. The position focuses on early intervention with young people, providing targeted support to increase community participation and empowerment. Collaborative partnership development with both the community and service providers is also central to the role along with delivering the broader objectives of Council's youth service.

## KEY ACCOUNTABILITIES

1. Engage with Aboriginal and/or Torres Strait Islander young people and their families ensuring respectful, welcoming and inclusive service delivery for Council's youth service, namely Cessnock Youth Centre and Outreach Service (CYCOS).
2. Prepare youth Aboriginal development strategies in consultation with young people, community groups, organisations and Council Business Units and be responsible for their delivery, program budgeting including writing funding submissions, program evaluation and funding acquittals.
3. Facilitate the delivery of innovative and contemporary youth development initiatives as listed within Council's planning and strategic documents, working collaboratively and in partnership with internal and external stakeholders.
4. Assist in promoting CYCOS social, recreational and education programs and activities with a focus on Aboriginal and/or Torres Strait Islander communities.
5. Maintain referral pathways and be responsible for intake, assessment and referrals to ensure Aboriginal and/or Torres Strait Islander young people and their families are connected to appropriate services and supports.
6. Ensure support provided is strengths based, person centred and culturally sensitive for Aboriginal and/or Torres Strait Islander young people and their families.
7. Work within a harm minimisation framework empowering Aboriginal and/or Torres Strait Islander young people and their families.
8. Establish and maintain partnerships with community service providers and advocate for Aboriginal and/or Torres Strait Islander young people, their families and communities with the goal of building capacity and increasing engagement with available supports.
9. Develop and maintain connections with community groups and organisations to share information and partner with services in the delivery of local youth development initiatives.
10. Encourage, facilitate and participate in community events including Youth Week, NAIDOC Week, Reconciliation Week and other culturally significant events occurring in the Cessnock Local Government Area that seek to connect the community.
11. Be responsible for the collection and reporting of data as required by the funding body that supports this position.
12. Delivery of services in accordance with child safety standards, children and youth related legislation and awareness of contemporary youth and family issues.
13. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

## POSITION SELECTION CRITERIA

### Essential

1. Aboriginality (Aboriginality is a genuine occupation qualification and is authorised under Section 14 of the Anti-Discrimination Act 1977).
2. Minimum Diploma level qualifications in Youth Work, Welfare, Community Services or related discipline.
3. Experience in the development and delivery of community services including youth programs.
4. Demonstrated high level interpersonal and verbal communications skills with proven ability to engage and develop a professional rapport with Aboriginal and/or Torres Strait Islander young people and their families.
5. Knowledge and understanding of issues confronting Aboriginal and/or Torres Strait Islander young people and their families including within the Cessnock Local Government Area.
6. Demonstrated skills in facilitating community activities and events.
7. Demonstrated skills in providing information, advice, referrals or case management services.
8. Demonstrated ability to work as part of a team and contribute to a culture of continuous improvement.
9. Proven ability to work autonomously, using initiative, discretion and sound judgement.
10. Ability to work in accordance with a roster including evening work and/or weekend work across various locations within the Cessnock Local Government Area.
11. Current Class C driver's licence.
12. Possession of a Paid Worker's current and valid Working with Children Check Number and knowledge and understanding of child safety standards and child protection legislation.

### Highly Desirable

1. Current First Aid Certificate and CPR Certificate.
2. Knowledge of local service providers, Aboriginal and/or Torres Strait Islander organisations and community groups.

## SIGNATURE

### Employee

|            |  |       |  |
|------------|--|-------|--|
| Full Name: |  |       |  |
| Signature: |  | Date: |  |