|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| POSITION TITLE | | Youth Worker | | | | |
| REFERENCE/POSITION NUMBER | | YOU0013 | | | | |
| DEPARTMENT | | Environmental Services | | |  | |
| ACCOUNTABLE TO | | SENTRAL Youth Services Coordinator | | | | |
| SUPERVISOR | | SENTRAL Youth Services Coordinator | | | | |
| DIRECTLY SUPERVISES | | None | | | | |
| INDIRECTLY SUPERVISES | | None | | | | |
| VOLUNTEERS SUPERVISED | | 5-15 on occasions | | | | |
| GRADE | 6 | STATUS | Casual | TYPE | | Casual |
| HOURS | Casual | | **LOCATION** | SENTRAL Youth Services | | |
| MOBILE PHONE | No | | **LAPTOP** | No | | |
| VEHICLE | | No vehicle | | | | |
| LAST UPDATED | | 22/11/2018 | | | | |

|  |
| --- |
| OBJECTIVES |
| |  | | --- | | * Supervise SENTRAL drop-in services and assist to coordinate activities involving young people during drop-in hours. * Develop an honest, open and mutually respectful relationship with the young people attending SENTRAL Youth Services. * Provide young people with up to date information and referral to services and supports relevant to their individual situations. * Provide individual support and mentoring to young people. * Assist with the coordination of activities and administration at SENTRAL Youth Services. * Assist in developing programs that support the social, emotional, recreational, educational and personal development needs of young people in the Kiama Local Government area. * To promote the image of Council in a positive and effective way. | |

|  |
| --- |
| SELECTION CRITERIA |
| ESSENTIAL |
| * Certificate IV or higher qualification in Youth Work/Community Services/Welfare or equivalent. * Experience working as a Youth Worker or working in a related welfare/community development discipline. * Experience in assisting with program development and implementation. * Knowledge of youth culture and social justice issues. * Knowledge of existing youth and associated relevant services and referral pathways. * Ability to communicate effectively with young people and individuals from a variety of backgrounds including management and corporate organisations. * Ability and willingness to work at short notice, after hours and/or weekends. |
| DESIRABLE |
| * Experience in working for local government. * Ability to deliver education and/or mentoring in music, fitness, art, digital media or other areas of interest to young people. * Current Class C drivers licence. |

|  |
| --- |
| DUTIES |
| |  | | --- | | * Assist in the development and delivery of recreational and informal educational programs for the young people in the Kiama local government area, including providing up-to-date information on subjects of interest to young people. * Create and contribute to a child and young person safe environment. * To assist with and monitor, moderate and post relevant material to SENTRAL’s social media pages, including Council’s website under the supervision of the SENTRAL Youth Services Coordinator. * Assist with the planning and delivery of the Young Women’s and Young Men’s Group programs when required. * Liaise with the SENTRAL Youth Services Coordinator on a regular basis to ensure program development and delivery is appropriate. * Assist with the implementation of programs and initiatives run from SENTRAL. * Assess and refer young people who ask for or who need counselling to other services, where appropriate. * Encourage participation of young people in decision making in relation to activities organised for them, and to support and encourage youth initiatives. * Assist with co-ordination of employment creation initiatives for young people in the area. * Assist with administration and financial dealings of programs including keeping accurate financial and other accountability records. * Work effectively in the Local Government context. | |  | |

|  |
| --- |
| CORPORATE RESPONSIBILITIES |
| **RESPECT AND DIGNITY**  All employees are required to:   * Promote respect for others and fairness and equity, acting in accordance with principles of EEO and Anti-Discrimination * Demonstrate respect for others and contribute to a positive work environment * Take appropriate action to prevent bullying, harassment and discrimination of others * Identify and minimise exposure to risk for self and others   **INTEGRITY**  All employees are required to:   * Comply with the Code of Conduct and all relevant legislative requirements, Council plans, protocols, policies and procedures * Work within budget and time constraints to optimise outcomes while balancing resource requirements * Apply policies, protocols and guidelines equitably and without personal bias * Model Council’s Values * Use and protect Council’s information, resources, equipment and systems in accordance with relevant protocols, policies and legislation   **INNOVATION**  All employees are required to:   * Identify and, in consultation with their supervisor, initiate opportunities for improvements in processes and service and waste minimisation * Seek to understand and embrace relevant best practice and industry trends relevant to own work area * Participate in ongoing learning and embrace relevant technology and change   **TEAMWORK**  All employees are required to:   * Actively share information, knowledge and skills with others to optimise organisational performance * Take interest in and provide feedback on corporate initiatives * Work positively and proactively with others, and to the best of your ability, to deliver organisational outcomes * Provide support and advice, to others, in own area of expertise   **EXCELLENCE**  All employees are required to:   * Meet or exceed functional responsibilities and service level agreements described in position description and operational plans * Support and use contemporary frameworks designed to optimise systems and processes * Demonstrate an understanding of the needs of internal and external customers, as relevant to the role, anticipating and meeting their needs with the parameters of Council requirements * Ensure current competence and relevant accreditation/licencing * Follow safe and ethical practices to minimise risk to self and others * Actively participate in relevant training and seek opportunities for ongoing learning as applicable * Report incidents, illnesses and injuries immediately and take appropriate follow-up action if required |

|  |
| --- |
| Work, Health and Safety  and Equal Employment Opportunity Responsibilities |
| In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council’s Code of Conduct, policies, protocols and procedures.  **Work Health and Safety (WHS)**   * Follow safe practices/procedures to perform your duties in a manner, so as not to put yourself or others at risk of harm * Participate in development of safe work methods and risk assessments with your supervisor when required * Actively participate in WHS inductions and training when required * Wear personal protective equipment (PPE) in the prescribed manner and when specified * Participate in workplace inspections if required * Take care of any plant or equipment of any kind, including computer and other telecommunication devices * Participate in emergency preparedness training, including any required knowledge for business continuity plans * Report all hazards, near misses and damage to Council’s property to the responsible Manager   **Certificates of Competency / Licences**   * Where required for the position, either by legislation or through Council’s policies, protocols and procedures, maintain all certificates, licences, operative training etc for the group, and advise the responsible Manager of any change to these, including vehicle licences.   **Injury Management**   * Report all injuries/illnesses to the responsible Manager immediately * If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable   **Risk Management**   * Report any potential public liability and professional indemnity exposures in your workplace to the responsible Manager   **Equal Employment Opportunity (EEO)**   * Work to the best of your ability and provide quality service to customers * Recognise the skills and talent of other staff members * Act to prevent bullying, harassment and discrimination against others in your workplace * Respect differences among your colleagues and customers such as cultural and social diversity * Treat people fairly - don’t discriminate against, bully or harass them * Work in keeping with the Kiama Municipal Council’s EEO management plan and other EEO policies |

|  |  |
| --- | --- |
| DELEGATIONS | |
| Financial Delegation: | Nil |
| Responsibility Delegation: | Act in Accordance with Instrument of Delegation |
| No of Contracts Managed: | None |
| Annual Value of Contracts Managed: | None |
| CONTROL AND MANAGEMENT OF EXPENDITURE per annum: | No reponsibility |
| BUDGET DEVELOPMENT: | None |

|  |  |  |
| --- | --- | --- |
| CONDITIONS OF EMPLOYMENT | | |
| Award/Agreement | Local Government (State) Award | |
| PROTOCOLS: | Employees are to comply with Council's Code of Conduct and Council protocols at all times. | |
| Pre-Employment Requirements: | * Physical and mental capability to perform the inherent requirements of the position | |
| * Proof of ability to legally work in Australia | |
| * Pre-employment screening to Australian Standards in Employment Screening. | |
| * Criminal record check | Yes |
| * Pre-employment medical | Yes |
| * Working with children check | Yes |

|  |
| --- |
| REPORTING RELATIONSHIPS |
|  |

I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

**Employee Signature: Date: Drop down for date**