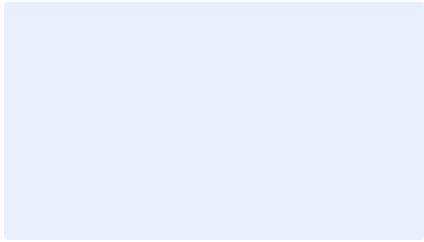


Position Description

POSITION TITLE		Youth Worker (Casual pool)			
REFERENCE/POSITION NUMBER					
DEPARTMENT		Environmental Services			
ACCOUNTABLE TO		SENTRAL Youth Services Coordinator			
SUPERVISOR		SENTRAL Youth Services Coordinator			
DIRECTLY SUPERVISES		Nil			
INDIRECTLY SUPERVISES		Nil			
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		18/05/2022			



RESPECT

We treat others as we expect to be treated
- in a fair and professional manner.



INNOVATION

We champion change in order to provide superior services to our community.



INTEGRITY

We are open, honest and ethical in our behaviours
- at all times.



TEAMWORK

We are one team - working together with trust and commitment to achieve shared goals.



EXCELLENCE

We aspire to be the best - in everything we do.

OBJECTIVES

- To contribute to creating a child-safe environment.
- To assist with the co-ordination and delivery of activities, programs and administration of SENTRAL Youth Services with a primary focus on delivering the Create to Connect, creative arts project.
- To supervise SENTRAL drop-in program and assist to coordinate activities involving young people during drop-in hours.
- 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.
- Develop and deliver programs in consultation with young people and the SENTRAL Youth Services Coordinator that support the social, emotional, recreational, educational and personal development needs of young people in the Kiama Local Government area.
- To develop an honest, open and mutually respectful relationship with the young people accessing SENTRAL Kiama Youth Services.
- To adhere to the Youth Work Code of Ethics.
- To promote the image of Council in a positive and effective way.

SELECTION CRITERIA

ESSENTIAL

- IV or higher qualification in Youth Work
- Experience working as a Youth Worker or working in a related welfare/educational discipline
- A commitment to child-safe practice
- Well-developed communication skills and the ability to communicate effectively with young people and individuals from a variety of backgrounds including management and corporate organisations.
- Knowledge of youth culture and social justice issues
- The ability to address youth issues and provide up to date and appropriate support and referral options
- The ability to respond calmly and safely in challenging situations.
- The ability and willingness to work at short notice, after hours and/or weekends.

DESIRABLE

- Experience in working for local government.
- Demonstrated project coordination experience.
- Ability to deliver mentoring in music, fitness, art, digital media or other areas of interest to young people.

DUTIES

- Develop and deliver in collaboration with the SENTRAL Youth Services Coordinator, recreational and informal educational programs for young people aged 12 – 25 in the Kiama local government area, using a strength-based and participatory approach.
- Understand and contribute to creating a child-safe environment.
- Adhere to the Youth Work Code of Ethics (https://www.youthaction.org.au/2004_code_of_ethics)
- Develop 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.
- Liaise with the SENTRAL Youth Services Coordinator on a regular basis to ensure program development and delivery is appropriate.
- Provide assistance when needed in delivering individual support and mentoring to young people.
- Assess and refer young people to external support services as needed.
- Encourage participation of young people in decision making in relation to activities organised for them, and to support and encourage youth initiatives.
- Assist with administration of programs including keeping accurate financial and other accountability records.
- Work effectively in the Local Government context.
- Adhere to Council's Code of Conduct, policies, procedures and legislation and care of self and others in the workplace.

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)

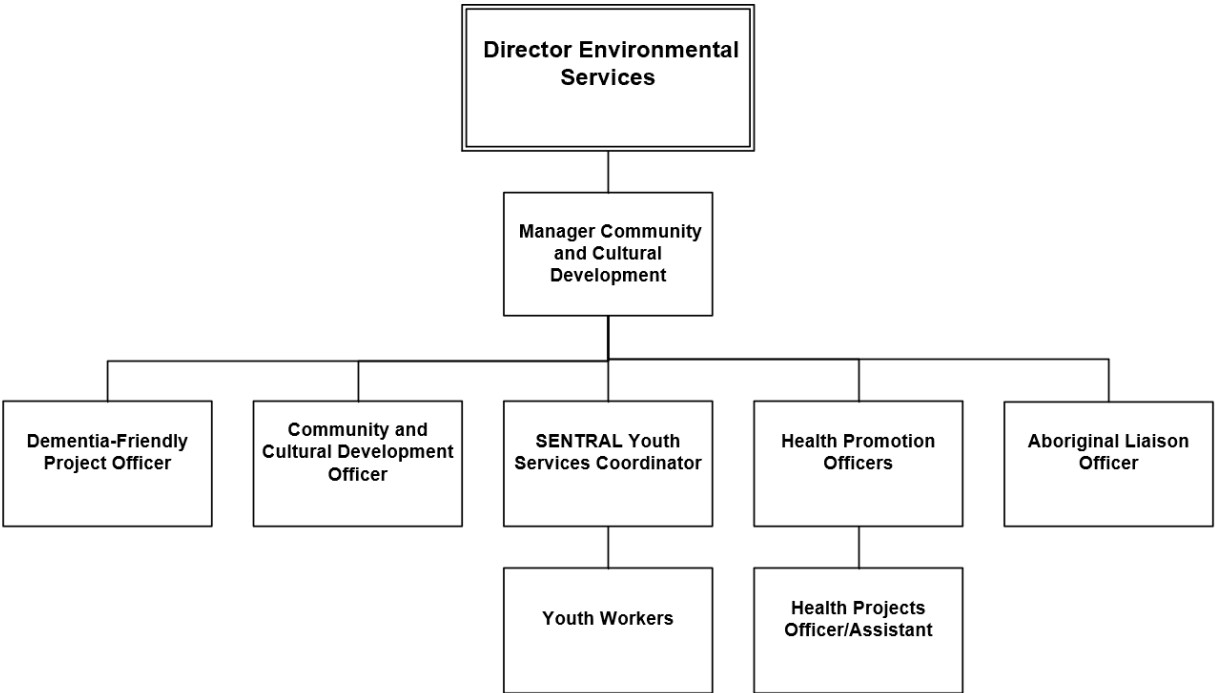
- Work to the best of your ability and provide quality service to customers
- Recognise the skills and talent of other staff members
- Act to prevent bullying, harassment and discrimination against others in your workplace
- Respect differences among your colleagues and customers such as cultural and 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:	\$1,000
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 responsibility
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:	<ul style="list-style-type: none"> Physical and mental capability to perform the inherent requirements of the position 	
	<ul style="list-style-type: none"> Proof of ability to legally work in Australia 	
	<ul style="list-style-type: none"> Pre-employment screening to Australian Standards in Employment Screening. 	
	<ul style="list-style-type: none"> Criminal record check 	Yes
	<ul style="list-style-type: none"> Pre-employment medical 	Yes
	<ul style="list-style-type: none"> Working with children check 	Yes

REPORTING RELATIONSHIPS

**Kiama Municipal Council
Environmental Services
Community and Cultural Development**



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