

Melton City Council

# Youth Project Officer

Position Description

A thriving community  
where everyone belongs

## 1. Position details

Position	Youth Project Officer
Classification	Band 5
Award	Melton City Council Enterprise Agreement No 9 2019
Directorate	Recreation and Youth
Service Unit	Young Communities

Manager Recreation and Youth	January 2021
Approved by	Date Approved

Incumbent's name	Signature	Date
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## 2. Position objectives

- Deliver the Youth Mentoring Program, funded through the Department of Premier and Cabinet. This includes screening, assessment, training and appropriate matching of adult volunteer mentors with young people (mentees).
- Develop, provision and evaluation of a range of programs and events targeted at young people aged 12 to 25 years in response to identified needs across the municipality.

## 3. Key responsibility areas

- Oversee the implementation of a mentor program, including the development and distribution of program marketing materials, presentations to targeted organisations and ensuring a presence at key community and other relevant events.
- Facilitate mentoring and mentee participant enquires, screening, training and assessment.
- Provide short to medium term early intervention strategies, through casework, for young people at risk and prepare and maintain individual support plans to increase protective factors.
- Develop and implement strategies that support the ongoing involvement and participation of young people in the planning and management of youth programs.
- Develop and maintain positive links and working relationships with local community agencies and organisations in the delivery of youth services.
- Contribute and work effectively within a team environment including, actively contributing to team planning, development activities and issue/task oriented working groups.
- Ensure compliance with Department of Premier and Cabinet Legislative and Funding Agreement Requirements including Mandatory Reporting of Child Abuse as per the Child Safety Standards.

**NOTE:** This position requires 'out of hours' work including participation in evening and weekend work.

## 4. Organisational relationships

Reports to	Team Leader Projects
Supervises	Mentors, mentees and volunteers
Internal liaisons	<ul style="list-style-type: none"><li>Community Services staff, Recreation and Youth Staff, broader Council staff, Councillors</li></ul>
External liaisons	<ul style="list-style-type: none"><li>Young people and their families, community providers, State and Federal Government Departments</li></ul>

## 5. Accountability and extent of authority

- Coordination and delivery of the Youth Mentoring Program funded through the Department of Premier and Cabinet, including compliance with external funding requirements.
- Implement objectives and guidelines of the youth services area including implementation of key objectives and requirements of the funding agreements.
- Operate under the guidance of the Team Leader and Coordinator of Young Communities.
- Ensure all activities are carried out in a manner, which positively promotes the role of young people within the community.
- Ensure risks are identified and processes are established to ensure Council, volunteers, young people and the community are protected against reasonable loss.

## 6. Judgement and decision making

- Make decisions within scope of authority delegated.
- Provide appropriate information, support and referrals to services users of youth related programs specifically Young people 12 - 25, community members and partner organizations.
- Undertake the daily operations and administration, including case management of program participants, and reporting.
- Solve problems using procedures and guidelines as well as professional knowledge and experience with guidance and advice usually being available within a timeframe to allow a choice to be made.
- Adhere to and understand budgets as developed in conjunction with the Team Leader of the project.
- Adhere to and where necessary develop program policies and procedures.

## 7. Specialist skills and knowledge

- Current working knowledge and experience of mentoring programs, policies and procedures.
- Experience in assessing, supervising and supporting volunteers and understanding the rights and responsibilities of volunteers.
- Understanding of the theory and practice of youth and community participation and development.
- Proven ability and experience working within a case management framework specifically with at risk / vulnerable young people.
- Knowledge and understanding of issues impacting young people who are vulnerable, disadvantaged and isolated from family/school/community.
- A demonstrated ability to facilitate brokerage partnerships and/or use of consultants where required for the delivery of programs and client services

- Undertake client assessment and determine suitability for the program and any potential risk factors including identification of worker safety issues
- Demonstrated experience in liaison with the community agencies, employer associations, schools and other key stakeholders.

## 8. Management skills

- Prioritise individual tasks, develop specific time lines and work without direct supervision.
- Manage all functions of a case management / case work-based program and meet requirements of the service agreement and funding body.
- Supervise and support volunteer mentors.
- Develop and deliver identified programs to a target group.
- Participate in the monitoring of program budgets.
- Undertake program risk assessment ensuring the safety of all participants and staff.

## 9. Interpersonal skills

- Well-developed written and verbal communication skills, including presentation skills.
- Establish and maintain effective communication links with young people and families, volunteers and community members.
- Liaise effectively and build professional relationships with relevant service providers.
- High-level of negotiation and advocacy skills with a broad cross section of people.
- Work effectively both autonomously and also within a team environment.
- Effective problem solving skills and techniques.

## 10. Qualifications and experience

- Tertiary qualifications in Social Work, Youth Work, Welfare, Community Development or a related discipline.
- Relevant experience in working with young people at risk within a case management framework.
- Proven experience working with young people at risk or vulnerable.
- Current valid Victorian drivers licence.
- High-level negotiation and advocacy skills.
- Current Working with Children's Check.

## 11. Key Selection Criteria

1. Tertiary qualifications in Social Work, Youth Work, Welfare or a related discipline.
2. Demonstrated experience working within agreed service plans, strategies and evaluations.
3. Demonstrated experience working within a case management framework.
4. Knowledge and understanding of issues impacting on young people who are vulnerable, disadvantaged and isolated from family/school/community.
5. Well-developed written and verbal communication skills, including experience in public speaking and report writing.
6. Demonstrated experience in the training, development, facilitation and evaluation of a wide range of programs and activities for participants.
7. Ability to work as part of an effective and productive team and to work independently as required as well as undertake **'out of hours' work (evening and weekend)**.
8. Demonstrated ability to liaise with the broader community and other key service providers.