

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	Community Services
Service Unit	Young Communities

Manager Recreation and Youth	November 2020
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Approved by	Date Approved
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Incumbent's name	Signature	Date
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## 2. Position objectives

- Deliver the Reconnect Funded Project. This includes improving the level of engagement of homeless young people, or those at risk of homelessness, in family, work, education, training and in the community.
- Development, 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 the reconnect funded program, to engage and work with young people that may require further assistance and support. This includes receiving referrals and undertake assessments of young people (12 to 25 years of age)
- 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 Health And Human Services Legislative and Funding Agreement Requirements including Mandatory Reporting of Child Abuse as per the Child Safety Standards

## 4. Organisational relationships

Reports to	Team Leader Projects
Supervises	Nil
Internal liaisons	<ul style="list-style-type: none"><li>• Community Services staff, Recreation and Youth staff</li><li>• Broader Council staff</li></ul>

- Councillors

#### External liaisons

- Young People and their families
- Community Services providers
- State and Federal Government Departments

## 5. Accountability and extent of authority

- Deliver programs, including those with both internal and external funding requirements
- Implement objectives and guidelines of the youth services area including implementation of key objectives and requirements of the funding agreements
- Ensure that all activities are carried out in a manner, which positively promotes the role of young people within the community
- Adopt a proactive risk management approach to Youth Program and Services activities to ensure that risks are identified and controlled to ensure Council employees, contractors, young people and the community are protected

## 6. Judgement and decision making

- 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 of the Reconnect program including case management of program participants where required, 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 and understand budgets as developed in conjunction with the Team Leader Projects
- Adhere to and where necessary develop program policies and procedures
- Prioritise individual tasks and develop specific timelines

## 7. Specialist skills and knowledge

- Current working knowledge and experience of youth related programs, policies and procedures
- 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
- Ability to facilitate brokerage partnerships and/or use of consultants where required for the delivery of programs and client services
- Ability to undertake client assessment and determine suitability for the program and any potential risk factors including identification of worker safety issues
- 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
- Develop and deliver identified programs to a target group
- Participate in the monitoring of program budgets
- Identify to 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
- 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 with some experience
- Experience working with young people at risk or vulnerable and desirable within a case management framework
- Current valid Victorian drivers licence
- Current valid Working with Children's Check

## 11. Key Selection Criteria

1. Tertiary qualifications in Social Work, Youth Work, Welfare or a related discipline
2. Experience working within agreed service plans, strategies and evaluations
3. Experience and / or understanding of the principles 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 report writing
6. Experience in the implementation of early intervention strategies and the preparation of support plans for young people at risk
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 weekends)**
8. Ability to liaise with the broader community and other key service providers
9. Current valid working with children's check