

Melton City Council

# Youth Projects Officer

Position Description

PD: 00337

A vibrant, safe and liveable  
City accessible to all

## 1. Position details

Position Title	Youth Project Officer
Directorate	Community Services
Service Unit/ Department	Young Communities
Position Classification	Band 5
Enterprise Agreement	Melton City Council Enterprise Agreement No 9 2019 or any successor enterprise agreement.

## 2. Organisational relationships

Reports to	Team Leader Youth Projects
Supervises	NIL
Internal liaisons	<ul style="list-style-type: none"><li>• Community Services staff</li><li>• Recreation and Youth staff</li><li>• Broader Council Staff</li><li>• Councillors</li></ul>
External liaisons	<ul style="list-style-type: none"><li>• Young People and their families</li><li>• Consortium Members</li><li>• State and Federal Government departments</li><li>• Department of Justice and Community Safety</li><li>• Other local and regional youth providers, school, community groups, sporting communities and the broader community</li></ul>

## 3. Our Organisation

### 1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

### 2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures, participate in appropriate safety education and evaluation activities.

### 3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.



#### 4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.

#### 5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

#### 4. Position objectives

- Deliver the Crime Prevention Program (UTURN 193) to young people aged 10 to 25 years who are either currently involved in the criminal justice system or present as being at high risk of engaging in criminal activity.
- Develop, deliver, and evaluate a range of programs and events targeted at young people aged 12 to 25 years in response to identified needs across the municipality.

#### 5. Key responsibility areas

- Oversee the delivery of the Crime Prevention Program UTURN 193 in accordance with the Department of Justice and Community Safety funding agreement, including the development, implementation, and evaluation of the program.
- Provide direct case management to young people through various intervention strategies to deter them from entering or remaining involved in the criminal justice system.
- Determine appropriate interventions and supports for young people and their families and making referrals to internal and external stakeholders to address their areas of risk and need.
- Develop and maintain positive links and working relationships and 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 orientated working groups.
- Develop and deliver programs including regular sporting and wilderness activities that enable at risk young people to increase skills, knowledge, and decision-making.
- 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.

#### 6. Accountability and extent of authority

- Deliver the Crime Prevention Program (UTURN 193) funded by the Department of Justice and Community Safety.
- Implement objectives and guidelines in line with Young Communities strategic direction and key requirements of funding agreements with the Department of Justice and Community Safety.

- Assist and encourage young people currently in the criminal justice system or exhibiting high risk criminal behaviours to actively engage in programs and recreational activities to reduce the risk of offending or reoffending.
- Adopt a proactive risk management approach to ensure that risks are identified and controlled to ensure Council, employees, contractors, young people, and the community are protected.

## 7. Judgement and decision making

- Provide appropriate information, support, and referrals to service users of youth related programs specifically young people 12-25 years, community members and partner organisations.
- Undertake the daily operations and administration of the Crime Prevention Program (UTURN 193), 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.
- Implement decisions and deliver programs and services within budget constraints.
- Make recommendations for changes, new initiatives or improvements to existing programs, services, policies, and procedures.
- Prioritise individual tasks and develop specific timelines.

## 8. Specialist skills and knowledge

- Relevant working knowledge and experience in the youth services sector and targeted youth programs.
- Understand theory and practice of youth and community participation and development.
- Experience working in 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.
- 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.
- Experience in liaison with community agencies, schools, and other key stakeholders.
- Well-developed understanding and sensitivity to issues affecting young people and their families from CALD backgrounds.

## 9. Management skills

- Prioritise individual tasks, setting priorities and planning and organising own work. .
- Undertake 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 / training facilitators.



- Develop and deliver identified programs to a target group.
- Participate in the monitoring and reporting of program budgets.
- Undertake program risk assessment, ensuring the safety of all participants and staff.

## 10. 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.
- Work effectively both autonomously and within a team environment.
- Effective problem-solving skills and techniques.
- Undertake written work including program documentation, case notes, evaluations and reports as required.

## 11. Qualifications and experience

- Tertiary qualifications in Social Work, Youth Work, Welfare, Community Development, or a related discipline with some experience.
- Experience in working with young people at risk within a case management framework.
- Experience working with young people at risk or vulnerable, specifically CALD communities.
- Experience in the development, implementation, and evaluation of recreational programs.
- Current Working with Children's Check and Current valid unrestricted Victorian driver's licence.

## 12. Key Selection Criteria

1. Tertiary qualifications in Social Work, Youth Work, Welfare, Community Development, or a related discipline with some experience.
2. Experience working within agreed service plans, strategies and evaluations and the development and facilitation of a wide range of programs and activities for participants.
3. Experience working with young people at risk within a case management framework.
4. Well-developed written and verbal communication skills, including experience in public speaking and report writing and liaising with key stakeholders.
5. 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)**.
6. Current Working with Children's Check and Current valid unrestricted Victorian driver's licence.

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

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Approved by Position Title

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Date Approved

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Incumbent's name

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Signature

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Date

