



Position Description

Role: Casual Youth Services Assistant
Department/Section: Community Development/Community Services (Youth Services)
Reports to: Team Leader Youth Services
Responsible for: Nil

WORKING AT MOSMAN COUNCIL

Members of the Mosman Council staff team are expected to be:

- Ethical
- Excellent communicators
- Committed to customer service
- Technically and professionally competent, with a pride in keeping their knowledge current
- Focussed on solutions
- Team players

MAIN PURPOSE

To assist in the provision of high level supervision and care for young people accessing Council services. Support the facilitation of programs, activities and events in accordance within relevant legislative and regulatory requirements.

KEY RESPONSIBILITIES

- Contribute to the day-to-day operations of Council's Youth Services programs and work co-operatively with staff to provide quality experiences for children and young people
- Under the guidance of the Team Leader Youth Services ensure adherence to legislative and regulatory requirements
- Provide a high standard of supervision to young people attending Council services
- Engage in developmentally appropriate interactions with young people
- Display objectivity and confidentiality in dealing with young people and their families
- When working with young people and their families, provide appropriate support, information, and referral where appropriate
- Support Youth Services communications and marketing including social media
- Maintain a professional approach that reflects a positive image to the community and role model appropriate behaviour to young people
- Support young people to resolve conflict in a positive manner
- Maintain facilities and resources and ensure hygienic environments and practices
- Provide support to the Youth Services as directed by the Team Leader or Manager
- Promptly and accurately register incoming correspondence and information that requires an action or represents official business into Council's electronic Corporate Information Management System (ECM) in accordance with approved protocols and standards
- Ensure all work is carried out in accordance with legislative, industrial and Council policy requirements and standards in the area of Equal Employment Opportunity
- Act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out your functions and comply with our Code of Conduct and Prevention of Fraud and Corrupt Conduct Policy
- Other duties may be allocated as required by your Supervisor or Manager

WORK HEALTH AND SAFETY RESPONSIBILITIES

As an employee of Mosman Council you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as you are reasonably able, with any reasonable instruction that is given by Mosman Council (to comply with its responsibilities under the *WHS Act*)
- Co-operate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to workers
- Participate in training, emergency response rehearsals and reviews
- Keep the workplace safe, clean and tidy
- Cooperate with safe work method statements, standard operating procedures and controls
- Report all incidents, near misses and injuries
- Report hazards
- Undertake rehabilitation and return to work program requirements, where required
- Wear and maintain provided Personal Protective Equipment (PPE)
- Cooperate with Site Safety Rules
- Actively participate in any other safety activities

SKILLS AND COMPETENCIES - Selection Criteria

Essential

- Qualification or currently studying in fields relevant to working with young people and the community
- Demonstrated experience working with young people in a professional context
- Demonstrated ability to establish positive rapport with young people, and their families
- Demonstrated ability to positively contribute in a team environment
- Good interpersonal and communication skills, including conflict resolution and negotiation
- Awareness of current issues impacting young people and their families
- Working with Children Check Clearance
- Current first aid certificate
- Valid COVID-19 vaccination certificate

Desirable

- Knowledge and understanding of the LGBTQIA+ community's experience and requirements
- Confident using social media to drive engagement

Conditions of Employment

Mosman Council operates under the *Local Government (State) Award 2020*.

Hours:	Casual as required across a 7 day spread of hours
Status:	Casual
Qualifications:	Qualification or currently studying in fields relevant to working with children and young people
Commencing Salary / Range:	Group C Council Salary System plus Superannuation Band 1, Level 3
Position Approved By:	Director Community Development
Approved Date:	March 2022

Employee only:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Employee's Name (printed).....

Employee's Signature Date.....