

## POSITION DESCRIPTION

<b>Position Title:</b>	Youth Worker
<b>Position Number:</b>	1511
<b>Group:</b>	Corporate and Community Services
<b>Business Unit:</b>	Corporate and Community Services
<b>Service Unit:</b>	Community Services
<b>Reports To:</b>	Team Leader Community and Youth Development
<b>Grade:</b>	7
<b>Hours Of Work:</b>	35
<b>Last Date Of Review:</b>	April 2022
<b>Last Date Of Evaluation:</b>	April 2022

### Role Function Summary

The Youth Worker assists in the planning, implementation and evaluation of a range of social, recreational and educational activities assisting the self-development of 11-17 year-olds, within a safe and supervised environment. Listening and advocating on behalf of young people on issues relevant to their needs, interests and performing youth development activities. Operating in a team environment to achieve the objectives and initiatives outlined in Council's Operational Plan.

### Key Responsibilities (Major and Essential Job Functions)

- Handling client enquiries, requests and concerns in liaison with Team Leader through active listening and referral of young people to appropriate agencies when needed.
- Develop in young people a sense of responsibility, involving them in the planning and running of activities to ensure a positive code of behaviour and assisting in overall safety within the Venue.
- Assisting Team Leader in overseeing the day-to-day operations of the Venue in accordance with Council policy and procedures, including planning, promoting and supervising youth programs/activities (including outreach).
- To plan, develop, implement and evaluate Targeted Early Intervention (TEI) programs within the Singleton Local Government Area under the supervision of the Team Leader in accordance with relevant funding guidelines and service specifications.
- Planning, implementation and evaluation of projects, opportunities and facilitating structured/unstructured activities for young people with specific emphasis on identified needs.
- Maintain records on young people attendance, activities and or referrals made.
- Attend and actively contribute to relevant network meetings as required.
- Remain informed of current policies, legislation and issues that impact young people.
- Identify external funding opportunities for programs and projects in liaison with Team Leader.

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

## Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

<b>Community Vision</b>	Singleton. Vibrant, progressive, connected, sustainable & resilient.
<b>Organisation Vision</b>	ESP - Engaged people; Safe and Sustainable workplace; and a Performance based culture
<b>Values and Behaviours</b>	<p>Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are:</p> <ul style="list-style-type: none"><li>• <b>Integrity:</b> We act with commitment, trust and accountability.</li><li>• <b>Respect:</b> We are open, honest, inclusive and supportive.</li><li>• <b>Excellence:</b> We strive to achieve the highest standards.</li><li>• <b>Innovation:</b> We are creative, progressive and strategic.</li><li>• <b>Enjoyment:</b> We promote a harmonious, productive and positive workplace.</li></ul>
<b>Safe Workplace</b>	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
<b>Policies and Procedures</b>	<p>The responsibilities of this position are completed in line with all Council policies and procedures related to this position.</p> <p>Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.</p>

## Organisational Relationships

<b>Internal Relationships:</b>	Team Members, Coordinator, Manager, Council Staff, Council Departments
<b>External Relationships:</b>	Customers, Government Departments, Community Organisations, Local Community and Businesses
<b>Direct Reports:</b>	N/A
<b>Indirect Reports:</b>	N/A

## Specifications and Technical Skills:

### Essential Criteria:

- Certificate qualifications in Social Sciences, Youth Work, education or a related field and/or relevant experience
- Current driver's licence
- Proven experience in working with young people
- Experience in program development and conducting group activities
- Case management experience
- Current Working with Children Check
- A commitment to providing excellent customer service to both internal and external customers of Council

### Desirable Criteria:

- Current First Aid Certificate, including Asthma and Anaphylaxis (or willingness to obtain)
- PC skills
- Knowledge of issues affecting young people in Singleton and in general
- Experience in planning and implementing arts and/or entertainment activities/programs
- Secondary school group facilitation and/or experience

### Licences and Tickets:

- Drivers Licence

## Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

### Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		✓						✓				
Walking			✓			✓						
Standing			✓			✓						
Bending				✓	✓							
Squatting				✓	✓							
Climbing				✓	✓							
Kneeling				✓	✓							
Twisting				✓	✓							
Lifting				✓	✓							
Driving				✓								

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Repetitive Hand Movements	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	<b>Right Hand</b>					<b>Left Hand</b>			
Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Tick below if these are requirements of the position:

	Operating mobile plant	✓	Working with paints, solvents, oil, grease
✓	Light repetitive handling		Cold environment
	Dog/cat control	✓	Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection		Screen based work (intermittent)
	Office, toilet cleaning	✓	Screen based work (constant)
✓	UV exposed	✓	Clerical deadlines
	Herbicide/Pesticide use		Supervisory – clerical, planning, deadlines
✓	Cooking		Building trades work
✓	Walking on Slopes / Hills / Gradients		Motor trades work
✓	Walking on uneven surfaces		Child care
	Working with bitumen		Hospitality
	Working with concrete		Exposure to dust or fumes

## Skills Progression and Assessment Record:

Position Title: **Youth Worker**

Employee:

<b>Skill Progression Requirements</b> <input checked="" type="checkbox"/> Step Achieved	<b>Salary Step</b>	<b>N/A</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Effectively operate all computing software relevant to the position (databases, email, office, etc)	1					
Display sound oral and written communications skills, including leading group discussions and public speaking	1					
Ability to provide effective service to customers internally and externally	1					
Demonstrated understanding of young people's issues and ability to meet needs through case management	1					
Ability to assist in the planning, implementation and evaluation of programs and activities, including the EIPP	1					
Demonstrated ability to operate technical equipment relevant to the role, including AV	2					
Demonstrated ability to identify and advocate on key local issues impacting young people	2					
Ability to assist the Team Leader in the administration of the service and development of young people	2					
Demonstrated ability to facilitate and minute network/team meetings	2					
Demonstrated initiative and creativity in the development and implementation of activities/programs	2					
Effectively build partnerships, seek funding and liaise with groups to develop new initiatives	3					
Advanced knowledge of relevant referral services for young people	3					
Ability to independently conduct consultations with young people and act on the issues raised	3					
Regularly achieves client focussed outcomes through case management	3					
Demonstrated ability to manage a young person's needs holistically using a strength-based approach	3					
Ability to complete needs assessments and feasibility studies on issues/services relating to young people	4					
Advanced ability to develop in young people a sense of responsibility, motivation and interest in being involved in the planning of activities/programs	4					
Demonstrated ability to contribute to Council's planning processes relating to young people	4					
Demonstrated ability to identify areas for improvement in policies and procedures to implement continuous improvement initiatives improving service efficiency outcomes	4					
Demonstrated ability to act in the Team Leader role	4					

**Skills Review Year** (eg 2018): \_\_\_\_\_ **Position:** \_\_\_\_\_

**Annual Skills Assessment:**

The following is to be completed at the time of the annual skills assessment.

**Comments on Employee's attitude and application to work:**

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**Employee's Comments:**

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Name

Signature

Date

**Manager / Supervisor's Comments:**

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Name

Signature

Date

**Director's Comments:**

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Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
<input checked="" type="checkbox"/> <b>Proposed Salary Step Placement</b>				