

Position Description

Position Title	Youth Worker		
Department	Environment, Strategic Planning & Community	Position Number	ESPC10
Grade	Grade 1 25% casual loading	Location	Coonamble, Gulargambone & Quambone Centres
Status	Casual	Hours	As required.
Reports To	Youth Services Officer / Community Services Coordinator	Industrial Instrument	Local Government (State) Award 2020
Date Revised	15/12/2021	Version Number	1
Direct Responsibilities	Youth Services and Programs		

Council's Vision

Coonamble Shire is a connected, respectful, and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

This position provides youth services for children and young people attending Council's youth programs, after school and school holiday activities in Gulargambone, Quambone and Coonamble.

Position Benefits

- Superannuation paid by Council in accordance with legislative requirements.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

Position Description

Key Responsibilities

Youth Services

- Supervision and implementation of a program of developmentally appropriate activities both indoors and outdoors for children and young people that considers specific cultural and socio-economic background where appropriate.
- Assist where possible, in catering for the needs of each individual child with concern for the child's interests, safety and special needs in liaison with Supervisors/Managers.
- Maintain a high standard of cleanliness and order at Council venues.
- Establish a positive liaison with parents and carers, children and young people attending the service.
- Be aware of medical and allergy conditions pertaining to each child.
- Adhere to Child protection principals and Child Safe Standards, including mandatory reporting requirements, within scope of position.

Records and Finance

- Completion of accurate timesheets with job numbers, daily checklists, and other work related documentation.
- Seeks approval from Supervisor for expenses / claims, as required by Council's policies and guidelines.

IP&R and Strategic Planning

- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

WHS and Environment

- Completing and adhering to workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of Workplace Health and Safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and hazards in the workplace.
- Participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.

General

- Provide excellent customer service to both internal and external customers.
- Ensure compliance with Council's policies and procedures.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.
- Any other duties consistent with the responsibilities of the position as directed.

Key Internal Relationships

Environment, Strategic Planning & Community Team	Work collaboratively with the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.
Council Departments	Collaborate with all Council Departments to ensure service continuity and a high standard of customer service.
Direct Reports	Nil

Key External Relationships

External Stakeholders and Committees	Represent Council and provide a high standard of excellence and professionalism to all stakeholders.
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Position Description

Delegations

- Nil

Mandatory Requirements

- Current Working With Children Check
- Prohibited Persons are not eligible for this position.

Position Description

Essential Requirements

Technical Requirements

- Demonstrated literacy and numeracy levels associated with completion of Year 10 schooling or higher.
- Demonstrated experience in a similar role.
- Knowledge of Youth Services, with the ability to learn and develop knowledge on the job.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Ability to perform manual tasks with dexterity and fit to undertake the duties outlined in this position description, safely.
- Current Provide First Aid Certificate
- Current Working With Children Check

Desirable Requirements

- Class P, P2 or C Drivers Licence.
- Identify and respond to children and young people at risk qualification.
- Workplace Hygiene (Food Handlers) Statement of Attainment.
- Completion of relevant training courses and certificates.
- Local Government experience.

Selection Criteria

- Demonstrated literacy and numeracy levels associated with completion of Year 10 schooling or higher.
- Demonstrated experience in a similar role.
- Knowledge of Youth Services, with the ability to learn and develop knowledge on the job.
- Current Working With Children Check.
- Responsibility for own work for quality and completeness of tasks, under guidance, on time and to the required standard.
- Shows willingness to learn, apply new skills and adapts to changing work tasks.
- Commitment to safety and consistently act in line with legislation and policy.
- Keep team and supervisor informed of what he/she is working on and share knowledge and information with team members and other staff.

I acknowledge and understand the requirements of the role as contained within this position description.

Signed:	
Name:	
Date:	