

Position Description

Job Title	Youth Worker
Division	Environment, Strategic Planning & Community
Position Number	CS09
Status	Casual
Reports To	Youth Services Officer
Grade	Grade 1 (includes 25% casual loading)
Date revised	23/06/2018

Position Summary

Coonamble Shire is committed to providing quality community and customer service to ratepayers and clients. Coonamble Shire Council's goal is to maintain and improve the services it provides to ratepayers through effective and efficient management of assets, resources and the environment in response to Community needs

This position exists to provide skilled support and coordination of the Shire's youth programs.

Objective

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

Key Responsibilities	Performance Indicators
As part of a team, assist with the development and implementation of a program of developmentally appropriate activities both indoors and outdoors for children and young people.	Implement and follow program of developmental activities that incorporates both indoor and outdoor elements that includes all children and young people. Children and young people are supervised at all times.
Assist in catering for the needs of each individual child with concern for the child's interests, safety and special needs.	Children are appropriately cared for according to individual needs and special requirements. Children are not placed at risk and are safe at all times.
Consider the individual child in relationship to the child's family situation, specific cultural and socio-economic background.	Children and parents feel included and welcomed. Situations that may cause embarrassment are handled with tact and discretion.
Maintain a high standard of cleanliness and order at Council venues.	Building and play areas are clean and of an acceptable hygienic standard at all times. Incidents requiring discipline are handled calmly and within Council's policies and guidelines.
Establish a positive liaison with parents, children and young people attending the service.	Positive relationships created with children, parents and young people.
Follow all policies as applicable.	Ensure compliance with Council's policies and procedures.
Be aware of medical and allergy conditions pertaining to each child.	Medical and allergy conditions are known and no incidents caused by the directions of staff.
Contribution towards the goals outlined in Council's Delivery Plan and Integrated Planning Process.	Goals in Council's Delivery plan and IP&R process are met within position scope and as outlined in individual work plans.
Provide excellent customer service to both internal and external customers	Communication and service delivery to internal and external customers is of the highest standard.
Ensure safe work practices including the development and implementation of safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.	Documented SWMS, risk assessments and other risk management documents developed and implemented. All accidents, incidents and near misses reported within correct timeframe.
All procedures, process and behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principals.	Conduct yourself in a professional manner with both internal and external customers that also adheres to Council's Code of Conduct.
Any other duties as directed by Youth Service Officer	Duties completed as instructed

Core Capabilities & Selection Criteria

Ability to manage the key responsibilities for this position and obtained the essential technical requirements as outlined in this position description.

Ability to think strategically and with common sense.

Ability to achieve results with a businesslike approach.

Ability to develop productive working and interpersonal relationships, including team, negotiation and conflict handling skills.

Demonstrated drive and integrity

Ability to communicate effectively (Oral and written skill)

A sound knowledge of the need to work safely, including WH&S and good environmental awareness

Cultural awareness and sensitivity towards equity and diversity.

Technical Requirements	Personal Attributes
<p>Essential Requirements</p> <p>HSC or equivalent</p> <p>Demonstrated experience in a similar role</p> <p>Current Senior First Aid Certificate</p> <p>Literacy & Numeracy to at least Year 10 level</p> <p>Hold a current Working With Children Check / Card</p> <p>Desirable Requirements</p> <p>Identify and respond to children and young people at risk qualification</p> <p>Workplace Hygiene (Food Handlers) Statement of Attainment</p> <p>Class C driver's license.</p> <p>Certificate II in Children Services</p> <p>Completion of relevant training courses and certificates.</p>	<p>Essential Requirements</p> <p>Australian resident or equivalent or holding a visa allowing employment in Australia</p> <p>Sufficiently fit to carry out any safety drill or rescue duty that may arise</p> <p>Ability to adapt to change</p> <p>Excellent interpersonal, conflict and team skills</p> <p>PROHIBITED PERSONS ARE NOT ELIGIBLE TO APPLY</p> <p>Desirable Requirements</p>

Organisational Relationships and Delegations

Community Services Team

All Council Departments

Parents

Community parenting groups and agencies including schools, youth, seniors and cultural associations

Professional Associations, Regional and State Child Care agencies

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

Signed:

Name:

Date: