



Shire of Leonora

Our Vision:

"That the Shire of Leonora is a proactive, sustainable, safe, friendly, and prosperous place to be."

POSITION DESCRIPTION

POSITION TITLE:	Youth Services Officer
DIVISION:	Youth Services
EMPLOYMENT TYPE:	Full Time / Casual
AWARD/AGREEMENT:	Local Government Officers (WA) Award 2021 Level 2

POSITION OBJECTIVES

The Youth Services Officer contributes to the Shire's positive and impactful Youth Services, under the guidance and direction of the Youth Services Coordinator and alongside the wider Community Services Team, aiming to support, develop and build the capacity of local young people.

This role supports and assists the wider Community Services Team to deliver a variety of recreational, learning, capacity building and other services to young people, including supporting a diverse range of young people, particularly those who may be considered at risk. The role predominantly supports programming and centre activities at the Shire of Leonora's Youth Centre, however, may also cover shifts and youth work across a variety of youth development, school holiday and other programs as needed and where directed.

EXTENT OF AUTHORITY

- Liaise directly with Youth Services Coordinator in all work-related matters. In the absence of the Youth Services Coordinator liaise with Manager Community Services.
- Report recommendations to Youth Services Coordinator for approval. In the absence of the Youth Services Coordinator report recommendations to Manager Community Services for approval.
- Carry out all duties to required standards, in a manner ensuring safety of both the public and council employees.

ORGANISATIONAL RELATIONSHIPS

Position reports to:	Youth Services Coordinator
Supervision of:	nil
Internal Liaison:	CEO and Executive Managers

Position Description: Youth Services Officer

Council staff

External Liaison:

Youth Services Providers
Clubs and recreation bodies, Community organisations and individuals, Schools, and social groups
Regional bodies and other Local Governments, State and Federal Government Agencies and Funding bodies.
Consultants and Contractors Residents
Local businesses
General Public

KEY DUTIES / RESPONSIBILITIES

Under the direction of the Youth Services Coordinator, key duties will include:

- Assist in the delivery of Youth Services programs and activities for young people aged 10 to 24 years.
- Build and maintain positive, professional relationships with young people accessing Youth Services.
- Support the planning, implementation and evaluation of youth development, recreational, educational and community engagement programs.
- Provide a safe, inclusive and welcoming environment for all young people accessing Youth Services programs and facilities.
- Identify young people who may be experiencing personal, social or wellbeing challenges and assist with appropriate referrals and advocacy under the direction of the Youth Services Coordinator.
- Support the delivery of school holiday programs, outreach activities and community events involving young people.
- Maintain accurate attendance records, program documentation and participant information in accordance with organisational requirements.
- Assist with the safe operation, presentation and maintenance of the Youth Centre, equipment and facilities.
- Promote Youth Services activities through community engagement and participation.
- Work collaboratively with schools, community organisations, service providers and other stakeholders to improve outcomes for young people.
- Undertake administrative duties associated with Youth Services programs and activities.
- Comply with all Shire policies, procedures, codes of conduct and legislative requirements.
- Comply with Work Health and Safety legislation and promote safe work practices.

Any other duties as directed by the Youth Services Coordinator or Manager Community Services.

PERFORMANCE OF DUTIES

- While on duty, staff will give their whole time and attention to the Shire of Leonora's business and ensure that their work is carried out efficiently, economically, and effectively, and that their standard of work reflects favourably both on them and on the Shire.
- Staff must also perform their duties impartially and in the best interests of the Shire of Leonora uninfluenced by fear or favour.
- The Shire of Leonora recognises its legal obligations under the Equal Opportunity Act 1984 and will actively promote equal opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.
- Staff must comply with the Employee Code of Conduct and all Shire policies and procedures.
- Staff must comply with State Records Act 2000 Record Keeping requirements and legislation. All employees of the Shire of Leonora are responsible for ensuring the records relating to the business activities of the Shire are captured into the electronic record system.

CAPABILITY REQUIREMENTS

Knowledge and Skills

- Demonstrated ability to effectively engage and build positive relationships with young people.
- Understanding of issues affecting young people, particularly within regional, remote and Indigenous communities.
- Knowledge of community development principles and youth engagement practices.
- Ability to plan, deliver and evaluate youth programs and activities.
- Well-developed written, verbal and interpersonal communication skills.
- Demonstrated ability to work collaboratively within a team environment.
- Ability to work independently, use initiative and exercise sound judgement.
- Sound organisational, administrative and time management skills.
- Ability to manage competing priorities and meet deadlines.
- Experience developing partnerships with community organisations, schools and service providers.
- Ability to maintain accurate records and documentation.
- Competent computer skills including Microsoft Office applications and electronic record systems.

Qualifications/Training - Essential

- Current Working With Children Check (WWCC)
- Current National Police Clearance (or ability to obtain)

- Current C Class Driver's Licence

KEY SELECTION CRITERIA

Selection will be based on the applicant's ability to demonstrate that they can meet the skills, knowledge, qualifications and experience criteria listed below and contained in the Position Objectives.

The following criteria are considered highly desirable for the full functioning of the position:

- Demonstrated experience working with young people in a community, recreation, education or youth development setting.
- Demonstrated ability to engage and build positive relationships with young people from diverse backgrounds.
- Experience planning, implementing and evaluating youth programs and activities.
- Well-developed communication and interpersonal skills.
- Demonstrated ability to work both independently and as part of a team.
- Experience working collaboratively with community organisations, schools and other stakeholders.
- Sound administrative and computer skills, including Microsoft Office applications.
- Demonstrated understanding of issues affecting young people and strategies that support positive youth outcomes.

The following criteria are considered desirable for the full functioning of the position:

- Qualification in Youth Work, Community Services, Social Sciences or a related discipline.
- Experience working within Local Government or community organisations.
- Understanding of community development principles and practice.
- Knowledge of working with young people in regional, remote or Indigenous communities.
- Established local or regional community networks

WORK SAFETY & HEALTH RESPONSIBILITIES

Work Health and Safety, Injury Management, Equal Employment Opportunity & Diversity policies and protocols

- Adhere to defined work health and safety policies, protocols and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace
- Promote safe work practices within the Works' team, encouraging communication and continuous improvement
- Take reasonable care for your own health and safety and those who may be impacted

by your activities, acts or omissions

- Comply with all reasonable instructions given in the interest of health and safety
- Use all protective equipment and clothing provided in accordance with the manner they have been instructed to be used
- Ensure that all accidents, incidents and hazards are reported and documented
- Show initiative in establishing better practice methods for safe work practices

GENERAL INFORMATION

This position description is indicative of the type of duties to be undertaken, and the employee accepts that the organisation may require the employee to carry out other duties which are within the employee's skill and competence.

In addition, due to the nature of work with this position and need for timeframes to be met, it is essential that the incumbent is flexible in being able to work when required, including attendance at non-business hours meetings, workshops and the like.

Position Acknowledgement and Acceptance:

T Matson		
Chief Executive Officer	Signature	Date
Position Holder	Signature	Date

This position description will be reviewed annually as part of the annual performance appraisal process.

Position Description: Youth Services Officer