

POSITION DESCRIPTION

POSITION TITLE:	YOUTH ENGAGEMENT OFFICER
STATUS:	PART TIME (42 hrs per fortnight) (FIXED TERM POSITION UNTIL DECEMBER 2020)
CLASSIFICATION	BAND 5
BUSINESS UNIT:	COMMUNITY SERVICES (YOUTH SERVICES)
DATE:	2018

ORGANISATIONAL CONTEXT

Our vision is that the Cardinia Shire will be developed in a planned manner to enable future generations to enjoy and experience the diverse and distinctive characteristics of our Shire

To undertake this vision successfully we are developing a skilled and professional workforce that embraces our corporate values. The Values help guide us to continue to be a customer-focused organisation that strives to achieve excellence in everything that we do. The Values form the basis of how we behave in the workplace and conduct the business of planning. Our corporate values are:

Teamwork:	We work collaboratively to achieve shared goals
Respect:	We value diversity and appreciate others
Accountability:	We are responsible for our actions and behaviours
Communication:	We communicate openly and share knowledge with others
Customer focus:	We consider the needs of others and make a difference for our community

Council plays an important role in contributing to life in your community by providing many of the services and facilities that residents of all ages access every day. Council provides traditional local government services like local roads, waste management, and planning, building and animal control. But beyond this we provide much more. We work with residents from new born babies, to young people, families and our senior citizens.

Cardinia Shire Council values Gender Equality and does not condone any behaviour outline in our Workplace Behaviors policy. This includes, and is not limited to, discrimination, bullying, family violence, victimisation and breaches of our other workplace policy.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Youth Services Coordinator
Supervises:	Casual staff, volunteers and students on placement.
Internal liaisons:	Other relevant Council Officers
External Liaisons:	General public, relevant officers in Local, State and Federal Government Departments and authorities, community organisations and local residents.

POSITION OBJECTIVES

- Implement a range of youth focused/lead projects, programs and initiatives in accordance with the Department of Health and Human Services 'Engage' Funding agreement.
- Collaborate with other members of the Youth Services team to deliver quality programs and services which incorporate youth participation principles.
- Provide support and advice to the Team Leader Youth Services and Coordinator Youth Services on youth services issues in area of responsibility.

KEY RESPONSIBILITIES

Youth Work

- Provide advice on current youth issues.
- Advocate with and for young people in the Shire.
- Work with the community to deliver programs and services that are of benefit to young people
- Provide information, advice, information and referral to young people, parents, community and agencies from My Place- Pakenham Youth Facility
- Provide an efficient and effective assessment process with the aim of supporting young people and refer where appropriate.
- Plan, deliver and evaluate leadership programs/initiatives to young people.
- Plan, coordinate and develop interest based programs in partnership with local young people and community.
- Celebrate and promote the achievements of young people.
- Develop and maintain knowledge of current services and infrastructure to service the local community.
- Develop strategies to encourage participation of young people from diverse backgrounds taking into consideration their socio-economic status, ethnicity, gender, sexuality and absence or presence of disabilities in services and programs.
- Provide young people with a full range of information, support and recreation options and resources to enable them to integrate into the local community.
- Assist team members with the development and implementation of Shire wide programs, projects and activities where required.
- Prepare Department of Health and Human Services reports.

Community information

- Raise awareness of the services available to young people and the community in the Cardinia Shire.
- Assist young people and the community in identifying appropriate points of referral and provide information to the community in general on service options.
- Liaise with other service providers within the region including secondary colleges, government and non government agencies to promote sharing of resources, general cooperation and networking.

General

- As part of a team, contribute to the development of organisational, strategic and business plans for the achievement of financial, quality management and customer service targets.
- Represent Council at official functions, meetings, seminars etc. both during and outside normal working hours, as necessary to effectively carry out the position and to convey a positive public image of Council.
- Keep up to date with developments, legislation and regulations relevant to the requirements of the position.
- Support and assist other staff in the department, in order to achieve individual, departmental and corporate objectives.
- Ensure the provision of all services with a focus on customer service and industry best practice.
- Respond to ratepayers and members of the public in an effective and timely manner.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to and promote to HR, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Freedom to act is governed by clear objectives and/or budgets with frequent prior consultation with the Coordinator Youth Services and a regular reporting process to ensure adherence to plans.
- Accountable for the quality, effectiveness, cost and timeliness of the programs, projects or work plans under their control and for the safety and security of the assets being managed.
- Responsible for the implementation of initiatives, programs and activities for young people in accordance with the Department of Health and Human Services Engage' funding agreement.
- Accountable for providing information and advice to members of the public, key stakeholders, other areas of government and to Council management, including the preparation of routine correspondence.
- Responsible for ensuring all volunteers/contractors under their direction are trained in safe working practices and in the safe operation of equipment and are made aware of all occupational health and safety policies and procedures.
- The employee has the authority for:
 - On-going programs, program development and committee work after initial approval.
 - Basic assessments, support, intervention and conflict resolution on a one to one basis and with groups, making referral where appropriate.

JUDGEMENT AND DECISION MAKING

- Tasks to be performed may involve selection from a range of existing techniques, systems, equipment, methods or processes in a defined range of recurring work situations.
- Guidance and advice is usually available within a time to make a choice.
- Decisions must be made in determining the needs of young people and their families and developing programs to address the identified needs, within budgetary constraints and in conjunction with Coordinator Youth Services.
- It is expected that balanced judgement be shown in all decision-making processes and that particular emphasis be paid to this aspect in the case of sensitive issues.

SPECIALIST KNOWLEDGE AND SKILLS

- Knowledge and understanding of the youth sector and contemporary youth issues.
- Understanding of issues facing disadvantaged young people.
- Budgeting for programs under development.
- Understanding of the principles of continuous improvement and quality based approach to service development and delivery.
- Understanding of developmental stages of young people.
- Community development/ Engagement skills.
- Program/event management skills.
- Program design, implementation and evaluation.
- Ability to be able to adjust to various working environments, be self motivated and autonomous.
- Ability to relate and communicate with young people, parents and service providers.

MANAGEMENT SKILLS

- Ability to plan, organise, set priorities and manage time, so that organisational resources are optimised and objectives are achieved within a timetable.
- Ability to operate in an environment with demanding workloads and time constraints.
- Ability to work independently yet be an effective member of a multidisciplinary team

INTERPERSONAL SKILLS

- An effective team player.
- Ability to gain the cooperation, assistance and trust of other employees with the organisation.
- Ability to maintain confidentiality at all times.
- Effective communication, networking and conflict management/ resolution skills.
- Ability to develop options, solve problems and be flexible as required.
- An enthusiastic 'people' person
- A 'can do' attitude, hands on and practical, results orientated
- Group-work facilitation skills.
- Assessment and individual support skills.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualification in youth work, social work, psychology, welfare or community services field.
- Proven relevant experience working in the youth sector/ and working with young people in a variety of roles and settings.
- Drivers licence (mandatory)
- First aid (desirable)
- Working with Children Check (mandatory)

KEY SELECTION CRITERIA

- Tertiary qualification in youth work, social work, psychology, welfare, sociology or relevant discipline.
- Proven experience in engaging a diverse range of young people.
- Knowledge of key principles and practice to keep young people safe.
- Ability to implement a range of intervention strategies including assessment, referral, advocacy and support
- Ability to develop, implement and evaluate innovative group programs and events based on the needs and interests of young people.
- Proven experience in liaising with stakeholders (service providers, parents, young people etc) to form effective working relationships.
- Ability to embrace and behave in accordance with the Cardinia's Corporate Values.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Enterprise Agreement 2017 and Cardinia's policies and procedures.

Tenure	This is a limited tenure, externally-funded contract position until December, 2020. The position is not permanent and there is no guarantee of ongoing employment.
Hours of Duty	<p>The position is part-time worked over 21 hours per week. The actual work days and hours will be negotiated with the successful applicant, however will not be required to worked on a Friday.</p> <p>Terms and conditions of employment are in accordance with the Cardinia Way Enterprise Agreement 2017 and Cardinia's policies and procedures.</p>
Probation period:	All Council appointments are subject to a minimum period of employment ("probationary period") of six months
Medical examination:	All appointments are required to undertake a satisfactory pre-employment medical examination at Station Street Clinic, Pakenham (at Council's expense).
Police Record check:	All appointments are subject to a satisfactory National Police Record Check.
Working with Children	All appointments are subject to a satisfactory Working with Children Check.