



# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Youth Program Attendant (Casual)</b>
<b>Position Number:</b>	<b>10835</b>
<b>Directorate:</b>	<b>Community Services</b>
<b>Reports To:</b>	<b>Youth Officer, Senior Youth Officer</b>
<b>Department:</b>	<b>Community Programs</b>
<b>Agreement:</b>	<b>City of Karratha Enterprise Agreement 2021</b>
<b>Classification:</b>	<b>Level 2</b>

## 1 POSITION OVERVIEW

Youth Program Attendants operate under the direction of the Youth Officers and Senior Youth Officers and are responsible for the supervision and implementation of youth programs and events facilitated by the City of Karratha Youth Services team. These programs focus on positive socialisation and safe recreation.

### 1.1 Position Objectives

- To assist the Youth Officers and Senior Youth Officers on any matter relevant to the good order and management of youth facilities
- Assist with ensuring quality presentation of youth services facilities, in which programs and events are delivered from
- Assist with the delivery and implementation of programs and events coordinated by the City of Karratha Youth Services team
- Follow procedures and implement strategies to ensure the highest level of safety at all times
- Act as a positive role model for young people participating in City of Karratha youth services.
- This position is expected to work flexible hours, in line with youth centre opening hours, with weekend and evening work required as part of the role.

## 2. DUTIES & RESPONSIBILITIES

### 2.1 Youth Engagement

- Build rapport and communicate appropriately and effectively with young people, community members and fellow staff members.
- Ensure the safety and wellbeing of young people participating in City of Karratha youth programs, ensuring confidentiality and discretion is applied to young people.
- Act as a positive role model for young people and display positive behaviour as a member of City of Karratha Youth Services.

### 2.2 Events, Programs and Services

- Assist in the daily operational functions of a youth facility to ensure safety is maintained.
- Assist the Youth Services team to deliver a calendar of major youth projects.
- Maintain quality presentation of youth services facilities.

### 2.3 Administration and Finance

- Maintain accurate and relevant attendance records, debrief notes and other documentation in accordance with policies and guidelines.

- Work collaboratively with other youth staff to ensure practices are in alignment with organisational policies and procedures, and the Code of Ethics for Youth Workers in WA.

#### **2.4 Strategic Planning and Policy**

- When required participate in team meetings and/or training related to Youth Services operations.
- Provide effective support to the Youth Services Coordinator and Youth Services team in achieving the direction and objectives of Council.
- Assist with the implementation of Council's strategic planning documents that are related to youth and community services.

#### **2.5 Health & Safety**

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

### **3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)**

#### **3.1 Authority and Accountability**

- Works under direct supervision of the Youth Services team
- Works in accordance with approved Council's policies, procedures and guidelines.
- Demonstrated ability to assist in the facilitation and supervision of youth programs.

#### **3.2 Judgement and Problem Solving**

- Demonstrated problem solving and conflict management skills.
- Demonstrated verbal and written communication skills with a good attention to detail and accuracy.
- Demonstrated ability to use initiative and clear thought processes during stressful situations.

#### **3.3 Specialist Knowledge and Skills**

- Demonstrated experience in working with young people, including those from culturally and/or linguistically diverse backgrounds, particularly Indigenous communities.
- Understanding of issues that affect youth and experience working with young people with complex and diverse needs.

### **3.4 Interpersonal Skills**

- Demonstrated interpersonal skills, particularly building rapport and communicating appropriately with young people.
- High level understanding of duty of care responsibilities for young people.
- Demonstrated ability to work well within a team environment.
- Demonstrated conflict resolution skills, particularly with young people.
- Demonstrated ability to implement behaviour management procedures.
- Work as an effective member of a team in relation to the public presentation of the facility and cleaning duties.

### **3.5 Qualifications and Experience**

- Experience working within the youth services field is highly desirable, particularly delivering and supervising programs for young people
- Ability and willingness to work outside of 'normal working hours' as defined in the City of Karratha Enterprise Agreement, weekend availability is desirable
- National (or Federal) Police Certificate (no more than 6 months old)
- Current Working with Children Check
- Current Provide First Aid Certificate is desirable
- Current C class driver's licence is desirable