

# POSITION DESCRIPTION

<b>Position Title:</b>	<b>Youth Officer</b>
<b>Position Number:</b>	<b>10919</b>
<b>Directorate:</b>	<b>Community Services</b>
<b>Reports to:</b>	<b>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 3</b>

## 1. POSITION OVERVIEW

The Youth Officer will operate under the general direction of the Senior Youth Officer and is responsible for developing, delivering and evaluating youth programs, for young people aged 11 – 18 residing in the City of Karratha. These programs will activate the City's youth facilities and focus on positive socialization and safe recreation.

### 1.1 Position Objectives

- Under the general direction of the Senior Youth Officer, design, implement and deliver engaging recreation programs for young people (11-18 years).
- Provide appropriate support to young people, including the reporting and referral of child protection concerns.
- Act as a positive role model for young people participating in City of Karratha youth services.
- Under the general direction of the Senior Youth Officer, engage with and manage relationships with external stakeholders, including consultants and contractors in the provision of youth services in the City of Karratha.
- Ensure quality presentation of youth services facilities is maintained.
- Ensure effective provision of daily operational functions of a youth facility.
- 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 and Stakeholder 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, including ensuring confidentiality and discretion is applied to young people.
- Under the general direction of Senior Youth Officer, develop and maintain collaborative working relationships with relevant stakeholders.
- Assist the Youth Services team in enhancing positive community attitudes towards young people and positive perception 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 in the development and implementation a diverse range of youth programs that aim to achieve the objectives of the Youth Strategy, and are cost effective, efficient and consistent with the budget and resources allocated.
- Undertake consultation with young people to inform the types of programs that meet the interests of youth and community.

- Assist the Youth Services team to develop, deliver and evaluate a calendar of major youth projects in collaboration with internal and external stakeholders, such as WA Youth Week, festivals, arts projects.
- Maintain quality presentation of youth services facilities and ensure any facility utilised for programming is locked and all opening/closing policies have been adhered to.
- The delivery of programs and support of youth initiatives will entail working outside of 'Normal operating hours' as defined in City of Karratha's Enterprise Agreement.

### **2.3 Administration and Finance**

- Maintain accurate and relevant attendance records, debrief notes and other documentation in accordance with policies and guidelines.
- Make timely referrals to government and non-government organisations.
- Respond appropriately to enquiries regarding community and youth projects.
- 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 & Policy**

- Assist with the implementation of Council's strategic planning documents that are related to youth and community services.
- Assist in the evaluation and measurement of Key Performance Indicators that are related to the Youth Strategy.
- Participate in continual improvement processes related to Youth Services operations, and implement relevant principles, practices and procedures.
- Provide effective support to the Youth Services team in achieving the direction and objectives of Council.

### **2.5 Occupational 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**

- Demonstrated ability to develop, implement and facilitate youth programs.
- Demonstrated experience in supervising volunteers, contractors and facilitators.

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

- Well-developed problem solving and conflict management skills.

- Well-developed verbal and written communication skills with a high level of 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**

- High level of 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 autonomously, as well as within a team environment.
- Demonstrated conflict resolution skills, particularly with young people.
- Demonstrated ability to implement behaviour management policies.
- Work as an effective member of a team in relation to the public presentation of the facility and cleaning duties.
- Demonstrated ability in the areas of time management, organisation, initiative, problem solving and conflict management.

### **3.5 Qualifications and Experience**

- Qualification in (or working towards) youth work, social work and/or community services is highly desirable
- Experience in working within the youth services field is highly desirable
- 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
- Current C class driver's licence