

Job Title & Position Number: Casual Youth Worker (Ref: 1040)

Level: 1

Line Manager: Coordinator Youth Development

Direct Reports: Nil

Location: Geraldton Civic Centre and Mullewa Youth Centre

Date Reviewed: April 2024

1. Job Purpose

The purpose of this position is to provide recreation and leisure, information, support and referral services for young people in the City of Greater Geraldton which encompasses young people located in the Mullewa District. This position will be guided by the Youth Development team with the day to day running of youth engagement projects, including setting up and the closing down, administration, cleaning, reporting and running of engagement projects as well as one on one mentoring and support for young people.

Additionally, this position will work cooperatively with the Mullewa Youth Development Officer and the Youth Crime Prevention Officer to develop and implement programs to address the needs of “at risk” young people in the City of Greater Geraldton.

2. Organisational Context

The position of Casual Youth Worker is part of the Community & Cultural Development branch within the Community & Culture department. In total, three (3) branches report to the Community & Culture Director – Community & Cultural Development, Libraries, Heritage & Gallery, and Sport & Leisure.

3. Key Accountabilities

- Perform setting up and preparation tasks in accordance with the needs of the project.
- Assist the Youth Development team with providing one on one mentoring for young people.
- Perform routine and reactive cleaning tasks in order to maintain a safe environment.
- Organise and run programmed and ad hoc sports and recreation activities.
- Provide a safe and controlled space in accordance with best practice rules and provide discipline where necessary.
- Close and secure the facility or program in accordance with the best practice.
- Work in a safe and efficient manner with regard to safety of self, other staff and clients.

- Provide a duty of care to the centre clients and colleagues, and work environment
- Engage and establish rapport with young people who participate in programs.
- Provide young people with information and support, equipping them with the resources to gain greater control over life situations.
- Provide young people with positive experiences and opportunities, which enhance their strengths and develops self-worth.
- Record and maintain statistics on service provision and youth contacts.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in L&D activities including induction, recruitment, and succession planning.
- **WHS** – Ensure duty of care compliance with WHS legislation and follow all health, safety and injury management processes appropriately, including the reporting of injuries, incidents, damage events and near misses.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all relevant legislation, including but not limited to workplace discrimination, harassment, victimisation, bullying, fraud and corruption while ensuring compliance with the City's Code of Conduct and all City policies.
- **Records Management** - Ensures all documents are recorded in accordance with the City's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the City's strategic objectives as required
- **Values** - create a positive working environment while upholding the City's STARS:

SERVICE

- *We will make customers the focus of everything we do.*
- *Our service will be fair, flexible, innovative and reliable.*
- *We will show genuine concern for customers.*

<p>TRUST</p> <ul style="list-style-type: none"> • We will trust the foundation of all relationships. • We will rely and depend on each other. • Our communications will be open and genuine.
<p>ACCOUNTABILITY</p> <ul style="list-style-type: none"> • We will honour our commitments. • We will take responsibility for our own actions. • We won't blame others. • We will hold each other accountable for our actions and behaviours.
<p>RESPECT</p> <ul style="list-style-type: none"> • We will treat others like we would like to be treated. • We will listen before we talk. • We will seek and value the contributions of others.
<p>SOLIDARITY</p> <ul style="list-style-type: none"> • We will be united in our decisions. • We will be united in our actions. • Our strengths will come from interdependence.

5. Selection Criteria

All criteria essential unless otherwise stated.

Qualifications and Experience

- National Police Clearance
- Working With Children Check
- C Class Driver's Licence
- Demonstrated experience working with young people
- Demonstrated experience organising and running sports and recreation activities

Knowledge and Skills

- Broad understanding of young people and the social issues that impact on them
- Developing customer service skills including telephone skills
- Developing computer skills including word processing and the Microsoft office suite
- Ability to work well within a team environment
- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles