

1. Identifying Data

Position Title: Activities Worker
Status: Full-time, 35 hours per week (subject to funding)
Location: Menai Youth Centre/ Kiora Park Youth Centre, Miranda
Reports to: Manager West

2. Principle Function:

To facilitate non-accredited programs specifically tailored to engage those young people (11-19) that are long term disengaged from education and face multiple barriers, as well as offer individual case management support.

3. Academic Qualifications and Licences

- Tertiary qualifications in Social Science, Humanities or other relevant disciplines.
- Drivers Licence

4. Selection Criteria

Essential:

- Experience in youth service delivery
- Skills and experience in developing, and facilitating activities for young people
- Knowledge of youth social issues, specifically relating to young people and education
- Skills in youth engagement, case work and case management
- Ability to work with a diverse range of clients
- Demonstrated ability to be creative, dynamic and flexible
- Excellent time management and organisational skills
- Understanding of OH&S requirements
- High level of written and oral communication
- Computer Literacy

Desirable:

- Experience working within an education setting
- Senior first aid certificate

5. Hours of Work

35 hrs per week, to be worked flexibly between 8.00am and 8.00pm Monday to Friday with occasional evenings and weekends.

6. Salary

Social and Community Services Award, Grade 3 - Year dependent on experience.

7. Additional Conditions

3-month probationary period applies. Salary Packaging is available following successful completion of the probationary period.

Participation in regular supervision with the Project Manager.

Participation in weekly team meetings.

Participation in project specific team meetings.

Participation in monthly organisational staff meetings.

Shire Wide Youth Services is committed to ensuring that the working environment is one free from discrimination and harassment as required under Australian law. Staff are required to treat one another with dignity, courtesy and respect.

This is a Child-Related Position. Successful applicants shall undergo a Working with Children Check in accordance with the Children and Young Persons (Care and Protection) Act 1998 and a National Police Check.

8. Key Responsibilities:

8.1 Participate in direct service delivery to young people (11-19) to address barriers preventing them from engaging with, or re-engaging with, education or employment

Duties

- Develop and deliver a program of structured educational, life skills and personal development activities for young people who are long term disengaged from education
- Liaise with stakeholders to identify and engage with target group and promote activities within the organisation and through relevant networks
- Assess strengths, barriers and needs of young people accessing the program, including program eligibility.
- Case Management to young people involved in the program, including development of re-engagement plans.
- Keep comprehensive case notes
- Work with young people to advocate and ensure access to services and entitlements.
- Provide assessment, support and/or referral to young people
- Provide information to young people, carers, community members and other service providers who come into contact with the agency on a range of issues.
- Participation in youth/ community events

8.2 Group Work

Duties

- Plan and develop relevant programs that address identified needs of young people which will assist with re-engagement with education or employment (looking for use of creative, different and dynamic methods)
- Facilitate the delivery of groups (looking for use of creative, different and dynamic methods)
- Review and assess activities

8.3 Create and Sustain Networks

Duties

- Foster working partnerships with local Schools and other education providers
- Foster working relationships/ partnerships with local employers and employment services providers
- Work in partnership with the Partnership Broker to build the capacity of the youth sector and of stakeholders

<ul style="list-style-type: none"> • Participate in relevant forums
<ul style="list-style-type: none"> • Collaboration with, and participation in initiatives to address issues affecting young people

8.4 Participate in administrative, quality improvement and accountability requirements.
--

Duties
<ul style="list-style-type: none"> • Accurately record all relevant/required information on the YATMIS data collection system within required timeframes.
<ul style="list-style-type: none"> • Participate in organisational processes including monthly supervision, performance appraisals and service planning, evaluation and improvement
<ul style="list-style-type: none"> • Attend and participate in all staff, team and other review meetings
<ul style="list-style-type: none"> • Contribute to the monthly project report and annual report
<ul style="list-style-type: none"> • Contribute to and work within relevant policies and procedures
<ul style="list-style-type: none"> • Identify needs and opportunity for self-improvement and development

8.5 Occupational Health and Safety

Duties
<ul style="list-style-type: none"> • OH&S training, compliance and reporting requirements maintained
<ul style="list-style-type: none"> • Ensure safety plans developed in consultation with employees and participants
<ul style="list-style-type: none"> • Promote OH&S and Rehabilitation by example

8.6 Other

Duties
<ul style="list-style-type: none"> • Other responsibilities as directed