

Position Title:	Youth Support Worker – Sarina After Hours
Level:	Level 1 (Stream A)
Department:	Community & Client Services
Program:	Community Lifestyle
Position Number:	CD0028

Position Objective

To support the development and delivery of an after-hours program targeted at engaging at-risk young people living in Sarina in positive activities in a safe and inclusive environment.

Key Responsibilities

Shall include, but not be limited to:

1. Assist with the planning and delivery of programs targeting at-risk young people living in Sarina.
2. Assist the Youth Worker – Sarina After Hours in the set-up and pack-down of program activities and spaces.
3. Assist young people with specific needs through the provision of information and referral support.
4. Contribute to providing an environment and culture that ensures workplace health and safety, industrial health and hygiene, psychological safety, and wellbeing, for all people within the workplace.
5. Ensure the timely, effective, and efficient completion of allocated projects and ensure all tasks are completed in accordance with standards of work.
7. Other responsibilities as directed by your immediate supervisor within the scope of this position.

WH&S Obligation and Responsibilities Statement

Attached to this position description is a WH&S Obligation and Responsibilities Statement that outlines the Workplace Health and Safety requirements of this position.

Position Capabilities:

Qualifications

(Includes Formal Qualifications, Licenses, Tickets, Registrations and Professional Memberships)

Essential

- Working with Children Blue Card.

Desirable

- Formal qualifications in Community Services, Child Safety, or Youth Work.
- Current First Aid Certificate.

Experience

Essential

- Relevant experience or interest in supporting and working with young people in need or at risk.

Skills

Essential

- Ability to display discretion and integrity when dealing with confidential and sensitive matters.
- Sound verbal communication skills combined with developing negotiation, conflict resolution and problem-solving skills as they relate to the position
- Basic computer skills combined with the ability to use reporting systems relevant to the position.
- Ability to support the delivery of programs, identify and eliminate hazards and reduce potential risks in the work environment.
- Ability to demonstrate empathy and compassion when dealing with others.
- Ability to exercise judgement in the planning and prioritisation of workload.

Desirable

- Sound interpersonal skills including the ability to work effectively with young people.
- Ability to communicate effectively using a variety of communication tools including telephone, email and online collaboration platforms such as Microsoft Teams.

Knowledge

Essential

- Understanding of community structures and systems that exist to support young people.
- Knowledge of relevant community, business and government organisations and departments.
- Knowledge of statutes and legislation pertaining to young people.

Desirable

- Understanding of Adolescent Development.

Special Requirements

- Requires out of hours and weekend work on an ongoing basis.

Organisational Relationships

Reports to: Team Leader Community Programs

Supervision of: Nil.

Internal Liaison: Community Programs staff and Council Officers.

External Liaison: Liaison with members of the broader youth sector.

Appointee Name:

Appointee Signature:

Acceptance Date:

WH&S OBLIGATION AND RESPONSIBILITY STATEMENT – EMPLOYEES

All employees have a legal obligation to comply with statutory and *Mackay Regional Council* WH&S Management System, SafePlan, WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment. The following statements apply to all employees, including permanent, part-time and casual employees.

Responsibilities include:

1. Being aware of the *Mackay Regional Council* WH&S Management System, SafePlan, the WH&S Management System Plan and Monthly Action Plans (MAPs).
2. Performing all work and associated functions in a safe manner.
3. Complying with all documented WH&S policies, procedures, work instructions and verbal instructions issued by the organisation or its officers.
4. Correctly using and maintaining all personal protective clothing and equipment supplied by the organisation.
5. Identifying hazards, conducting risk assessments, and taking corrective actions to eliminate hazards where possible in the workplace, and/or report hazards and risks in accordance with WH&S procedures.
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on *Mackay Regional Council* property generally.
7. Reporting and assisting with the investigation of all incidents within the workplace, including minor injuries, near hit and property damage.
8. Attending any Toolbox Talks or specific training supplied by *Mackay Regional Council*.
9. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
10. Working in a manner that will not endanger themselves, other employees, or the public.
11. Report any concerns for WH&S to your Supervisor.



**Youth Support Worker – Sarina After Hours
Selection Criteria**

Key Selection Criteria are used during the recruitment and selection process to assess the skills and experience of applicants in accordance with the competencies required of the role.

Criteria:	Weighting
Relevant experience or interest in supporting and working with young people in need or at risk.	20%
Ability to display discretion and integrity when dealing with confidential and sensitive matters.	20%
Sound verbal communication skills combined with developing negotiation, conflict resolution and problem-solving skills as they relate to the position	20%
Ability to support the delivery of programs, identify and eliminate hazards and reduce potential risks in the work environment.	20%
Understanding of community structures and systems that exist to support young people.	20%
Working with Children Blue Card	Essential
Demonstrated ability to adhere to Council’s Corporate Values: Employee Health and Safety, Client Satisfaction, Respect, Teamwork and Accountability.	Essential