

POSITION DESCRIPTION

Position Title:	Youth Worker
Position Number:	1511
Group:	Corporate & Community Services
Business Unit:	Community Service Delivery
Service Unit:	Youth & Community Development
Reports To:	Team Leader Youth & Community Development
Grade:	7
Hours Of Work:	19 (based on a full-time 38hr week)
Last Date Of Review:	August 2025
Last Date Of Evaluation:	April 2022

Role Function Summary

The Youth Worker assists in the planning, implementation and evaluation of a range of social, recreational and educational activities assisting the self-development of 11-17-year-olds, within a safe and supervised environment. Listening and advocating on behalf of young people on issues relevant to their needs, interests and performing youth development activities. Operating in a team environment to achieve the objectives and initiatives outlined in Council's Operational Plan.

Key Responsibilities (Major and Essential Job Functions)

- Handling client enquiries, requests and concerns in liaison with Team Leader through active listening and referral of young people to appropriate agencies when needed.
- Develop in young people a sense of responsibility, involving them in the planning and running of activities to ensure a positive code of behaviour and assisting in overall safety within the Venue.
- Assisting Team Leader in overseeing the day-to-day operations of the Venue in accordance with Council policy and procedures, including planning, promoting and supervising youth programs/activities (including outreach).
- To plan, develop, implement and evaluate Targeted Early Intervention (TEI) programs within the Singleton Local Government Area under the supervision of the Team Leader in accordance with relevant funding guidelines and service specifications.
- Planning, implementation and evaluation of projects, opportunities and facilitating structured/unstructured activities for young people with specific emphasis on identified needs.
- Maintain records on young people attendance, activities and or referrals made.
- Attend and actively contribute to relevant network meetings as required.
- Remain informed of current policies, legislation and issues that impact young people.
- Identify external funding opportunities for programs and projects in liaison with Team Leader.

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESP - Engaged people; Safe and Sustainable workplace; and a Performance based culture
Values and Behaviours	Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are: • Accountable: We know what we do, and do what we say • Connected: We work together to create community • Integrity: We do the right thing • Care: We are people who care • Adaptable: We are ready to respond
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
Policies and Procedures	The responsibilities of this position are completed in line with all Council policies and procedures related to this position. Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.
Child Safety	This position is identified as "child-related employment". A Working with Children Check verification is a requirement of this role. We have a zero tolerance of child abuse and will take allegations seriously, responding quickly and consistently in line with our Child Safe Framework.

Organisational Relationships

Internal Relationships:	Team Members, Coordinator, Manager, Council Staff, Council Departments
External Relationships:	Customers, Government Departments, Community Organisations, Local Community and Businesses
Direct Reports:	N/A
Indirect Reports:	N/A

Specifications and Technical Skills:

Essential Criteria:

- Certificate qualifications in Social Sciences, Youth Work, education or a related field and/or relevant experience
- Current driver's licence
- Proven experience in working with young people
- Experience in program development and conducting group activities
- Case management experience
- Current Working with Children Check
- A commitment to providing excellent customer service to both internal and external customers of Council

Desirable Criteria:

- Current First Aid Certificate, including Asthma and Anaphylaxis (or willingness to obtain)
- PC skills
- Knowledge of issues affecting young people in Singleton and in general
- Experience in planning and implementing arts and/or entertainment activities/programs

- Secondary school group facilitation and/or experience

Licences and Tickets:

- Driver's Licence
- Working with Children Check (valid and verified)

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		✓						✓				
Walking			✓			✓						
Standing			✓			✓						
Bending				✓	✓							
Squatting				✓	✓							
Climbing				✓	✓							
Kneeling				✓	✓							
Twisting				✓	✓							
Lifting				✓	✓							
Driving				✓								

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	☒	No	☐	Repetitive Hand Movements	Yes	☒	No	☐
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	☒	No	☐	Simple Grasping (hold bottle)	Yes	☒	No	☐
Power Grasping (tight grip)	Yes	☒	No	☐	Power Grasping (tight grip)	Yes	☒	No	☐
Pushing Pulling (to from body)	Yes	☒	No	☐	Pushing Pulling (to from body)	Yes	☒	No	☐
Fine Manipulation (fine finger)	Yes	☒	No	☐	Fine Manipulation (fine finger)	Yes	☒	No	☐

Tick below if these are requirements of the position:

	Operating mobile plant	✓	Working with paints, solvents, oil, grease
✓	Light repetitive handling		Cold environment
	Dog/cat control	✓	Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection		Screen based work (intermittent)
	Office, toilet cleaning	✓	Screen based work (constant)
✓	UV exposed	✓	Clerical deadlines
	Herbicide/Pesticide use		Supervisory – clerical, planning, deadlines
✓	Cooking		Building trades work
✓	Walking on Slopes / Hills / Gradients		Motor trades work
✓	Walking on uneven surfaces		Working with Children
	Working with bitumen		Hospitality
	Working with concrete		Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title: **Youth Worker**

Employee:

Skill Progression Requirements ☒ Step Achieved	Salary Step	N/A	1	2	3	4
Effectively operate all computing software relevant to the position (databases, email, office, etc)	1					
Display sound oral and written communications skills, including leading group discussions and public speaking	1					
Ability to provide effective service to customers internally and externally	1					
Demonstrated understanding of young people's issues and ability to meet needs through case management	1					
Ability to assist in the planning, implementation and evaluation of programs and activities, including the EIPP	1					
Demonstrated ability to operate technical equipment relevant to the role, including AV	2					
Demonstrated ability to identify and advocate on key local issues impacting young people	2					
Ability to assist the Team Leader in the administration of the service and development of young people	2					
Demonstrated ability to facilitate and minute network/team meetings	2					
Demonstrated initiative and creativity in the development and implementation of activities/programs	2					
Effectively build partnerships, seek funding and liaise with groups to develop new initiatives	3					
Advanced knowledge of relevant referral services for young people	3					
Ability to independently conduct consultations with young people and act on the issues raised	3					
Regularly achieves client focussed outcomes through case management	3					
Demonstrated ability to manage a young person's needs holistically using a strength-based approach	3					
Ability to complete needs assessments and feasibility studies on issues/services relating to young people	4					
Advanced ability to develop in young people a sense of responsibility, motivation and interest in being involved in the planning of activities/programs	4					
Demonstrated ability to contribute to Council's planning processes relating to young people	4					
Demonstrated ability to identify areas for improvement in policies and procedures to implement continuous improvement initiatives improving service efficiency outcomes	4					
Demonstrated ability to act in the Team Leader role	4					

Skills Review Year (eg 2018): _____ **Position:** _____

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

People Leader's comments on employees skill progression:

Employee's Comments:

Name

Signature

Date

Coordinator's Comments:

Name

Signature

Date

Manager's Comments:

Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
☒ Proposed Salary Step Placement				