



<b>Position Title:</b>	<b>Youth Worker – Sarina After Hours</b>
<b>Level:</b>	Level 3 (Stream A)
<b>Department:</b>	Community & Client Services
<b>Program:</b>	Community Lifestyle
<b>Position Number:</b>	CD0013

### Position Objective

To deliver an after-hours program targeting at-risk young people living in Sarina. The After Hours Program will engage young people in positive activities in a safe and inclusive environment that will build their capacity to manage their physical and mental health care needs.

### Key Responsibilities

Shall include, but not be limited to:

1. Work with young people of Sarina and other relevant stakeholders to develop a program of activities that will provide physical, social, and emotional development opportunities in support of at-risk young people.
2. Establish and maintain resources required to support the delivery of after-hours programming.
3. Address specific issues affecting young people as required through research, liaison, referral and advocacy.
4. Under direction of the Team Leader Community Programs, provide support and operational tasking to the Youth Support Worker in the operation of the program.
5. Maintain records and file notes in line with funding requirements and Council record management systems and processes, ensuring the protection of confidential and sensitive information.
6. 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.
7. Ensure the timely, effective and efficient completion of allocated projects and ensure all tasks are completed in accordance with standards of work.
8. 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

- Tertiary qualifications in Youth Work, Social Work or Human Services or equivalent and/or relevant qualifications or commensurate experience.
- Working with Children Blue Card.
- Current QLD "C" Class Drivers License.
- Current First Aid Certificate or the ability to obtain prior to the commencement of program delivery

### Experience

#### Desirable

- Experience and proven ability working with vulnerable populations, preferably young people in need or at risk.
- Experience in planning and delivering programs targeted at youth.

### Skills

#### Essential

- Well-developed skills and abilities in working with vulnerable or at-risk young people.
- Sound level of initiative, judgement, confidentiality, tact and discretion in the performance of the position.
- Sound ability to effectively communicate verbally and in writing with Mackay Regional Council staff, stakeholders and the community, including ability to build and maintain effective working relationships.
- Sound ability to work effectively and productively within a team or independently.
- Sound ability to plan and prioritise workload, work under pressure and meet deadlines.
- Sound skills in events/project coordination and delivery
- Ability to demonstrate empathy and compassion when dealing with others.
- Sound negotiation, conflict resolution and problem-solving skills as they relate to the position.

#### Desirable

- Sound organisational, research, analytical, problem solving and conceptual skills.

### Knowledge

#### Essential

- Sound understanding of community structures and systems with particular regard to young people.
- Knowledge of relevant community, business and government organisations and departments.
- Sound level of understanding of adolescent development.
- Sound knowledge of social analysis and basic knowledge of social planning.
- Knowledge of statutes and legislation pertaining to young people.

**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: Council members and staff

External Liaison: Individuals, organisations with youth related issues and other community organisations.

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Appointee Name:

Appointee Signature:

Acceptance Date:

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## 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 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.

<b>Criteria:</b>	<b>Weighting</b>
Tertiary qualifications in Youth Work, Social Work or Human Services or equivalent and/or relevant qualifications or commensurate experience.	Essential
Demonstrated sound ability to coordinate and deliver events and projects.	30%
Demonstrated ability to display discretion and integrity when dealing with confidential and sensitive matters.	20%
Demonstrated well-developed skills and abilities in working with vulnerable and or at-risk young people.	20%
Demonstrated ability to work effectively and productively within a team or independently, including management of time, prioritisation of workload, identify and eliminate risks and ability to work under pressure and meet deadlines.	20%
Sound understanding of community structures and systems with particular regard to young people.	10%
Working with Children Blue Card	Essential
Current QLD "C" Class drivers licence or interstate equivalent.	Essential
Demonstrated ability to adhere to Council's Corporate Values: Employee Health and Safety, Client Satisfaction, Respect, Teamwork and Accountability.	Essential