



## POSITION DESCRIPTION

### *Youth Development Worker*

<b>Employment Status</b>	<i>PPT</i>
<b>Award and Pay Point</b>	Social, Community, Home Care and Disability Services Industry (SCHADS) Award 2010  Level 4.1
<b>Program</b>	<b>Kyogle Youth Action</b>
<b>Reporting To</b>	<i>Village Youth Program Coordinator</i>
<b>Date Prepared</b>	<i>14<sup>th</sup> June 2022</i>

### **Position Purpose**

As the Youth Development Worker, you will be producing and delivering a program of events, projects and happenings that engage a broad range of young people in community and cultural development activities. This is a travelling role, with program delivery occurring throughout the Kyogle LGA in the villages of Woodenbong, Muli Muli, Bonalbo, Tabulam, Jubullum and Kyogle.

This program is underpinned by youth participation and social inclusion principals. Working as part of a creative and dynamic team, you will collaborate with other youth workers, community members and volunteers to design and deliver these programs.

This program will be made up of creative, educational and diversionary activities that support social participation and general wellbeing for young people. Young people are at the centre of all project and program design processes, represented by the Youth Advisory Committee,

Swoopin' Season. The successful candidate will regularly check in with this committee and support the inclusion of all young people.

## **Organisational Summary**

### ***Our Vision***

Connecting People, Strengthening Communities

### ***Our Purpose***

Kyogle Together Inc. is a local community development organisation that nurtures community leadership and works towards a healthy, connected and inclusive community.

### ***Our Work***

As a not-for-profit community organisation, Kyogle Together Inc. provides key community services and activities via innovative programs including Kyogle Youth Action, Kyogle Community Gym, The Fair. Share. Kitchen, Kyogle Resources Innovation Collective – KRIC and the Bazaar. We are committed to listening to and working with the community, promoting openness and respect.

### ***Our Guiding Principals***

- Community Development
- Human Rights
- Social Justice
- Harm Reduction
- Person-centred Care

## Position Objectives

- Project development: community consultations (young people/ adults) and key community contacts
- Delivery of safe and fulfilling social and cultural activities fostering wellbeing, leadership and healthy choices for young people in the Kyogle Shire
- Development and implementation of a suite of creative arts and educational workshops, cultural community development activities and safe social events
- Consult with young people to identify activities that are educational, engaging and meaningful.
- Facilitate youth leadership opportunities through Swoopin' Season (youth advisory committee)
- Delivery of programs that foster social connection, participation and inclusion
- Help young people build capacity for resilience and leadership and make referrals to community/ health and other relevant services where needed
- Support the evaluation strategy of the program by using attendance lists, feedback surveys and informal group chats. Use feedback from young people to help shape the project's direction and activities delivered

### **Professional Development**

- Model and foster professional work practices, in relation to health, safety and wellbeing of colleagues and community members
- Attend and actively participate in team meetings as appropriate to contribute to continuous improvement
- Perform all relevant duties as required by the Youth Outreach Projects Coordinator and Kyogle Together Inc. Manager
- Participate in organisational projects as negotiated with the Youth Outreach Projects Coordinator

### **Promote Professional External Relationships**

- Maintain professional standards of conduct
- Maintain strong relationships with external stakeholders

### **Contribute Positively to Kyogle Together Inc. Organisational Culture**

- Work in healthy partnership with all members of staff and volunteers
- Promote and model Kyogle Together Inc. values, guiding principles, code of conduct and professional standards to all staff, young people, partners and external stakeholders
- Adhere to policies, procedures and management directives
- Record evidence of outreach project activities by taking photos/videos to contribute to social media posts and evaluation

## Core Requirements

<b>KEY RESPONSIBILITY AREAS</b>	<b>ROLE REQUIREMENTS</b>
<b><i>Vision, Mission, Values</i></b>	<ul style="list-style-type: none"><li>• Has working knowledge of our organisation's vision, mission, values, guiding principles and models this</li><li>• Has good understanding of client requirements in the Kyogle Shire</li><li>• Has good understanding of community requirements in the Kyogle Shire</li><li>• Has good knowledge of the function of teams</li></ul>
<b><i>Leadership / Teamwork</i></b>	<ul style="list-style-type: none"><li>• Shows a high level of motivation to provide support and encouragement to young people</li><li>• Works collaboratively with other team members within the organisation. Identifies areas of change for project improvements</li><li>• Ability to maintain good relationships with external stakeholders throughout the region</li><li>• Ability to work with minimal supervision</li></ul>
<b><i>Interpersonal Skills / Communication</i></b>	<ul style="list-style-type: none"><li>• Able to resolve conflict</li><li>• Has effective listening skills and seeks, provides and/or shares information in an appropriate and respectful manner</li></ul>

- Deals with crisis in line with policy

KEY RESPONSIBILITY AREAS	ROLE REQUIREMENTS
<p><b><i>Continuous Improvement / Quality</i></b></p>	<ul style="list-style-type: none"> <li>• Suggests changes to improve quality in own work area and makes agreed changes</li> <li>• Suggests improvements to project design/ delivery in response to community needs</li> <li>• Suggests amendments to documentation as appropriate</li> </ul>
<p><b><i>Practices / Safety / Standards</i></b></p>	<ul style="list-style-type: none"> <li>• Adheres to standards, Code of Conduct and all relevant government legislation (eg, OH&amp;S) and relevant standards</li> <li>• Adheres to detailed service delivery procedures and standards</li> <li>• Evaluates own work to ensure standards are being met</li> <li>• Suggests changes to procedures in own work area and makes agreed changes</li> <li>• Adopts a professional approach to practice including: financial and general accountability</li> </ul>

<p><b><i>Experience / Qualifications</i></b></p>	<ul style="list-style-type: none"> <li>• Certificate IV in relevant studies, or equivalent knowledge and experience</li> <li>• Is capable across the full range of competencies required at this level of work</li> </ul>
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### **Functional Requirements**

<p><b>KEY RESPONSIBILITY AREAS</b></p>	<p><b>ROLE REQUIREMENTS</b></p>
<p><b><i>Project Events: Development and Delivery</i></b></p>	<ul style="list-style-type: none"> <li>• Identifies the standard needs of clients and contributes to the ongoing development of project</li> <li>• Delivery of program activities and events to young people</li> <li>• Creates and sends all promotional material for activities and events</li> <li>• Assists with the evaluation of activity programs and in preparing reports</li> <li>• Assists with special projects and other events in the organisation as required</li> </ul>

<p><b><i>Client Services</i></b></p>	<ul style="list-style-type: none"> <li>• Demonstrates confidentiality relating to sensitive issues. Identifies crisis needs and refers</li> <li>• Suggests alternative service delivery solutions, provides information or makes necessary referrals</li> <li>• Prepares short reports indicating variance from policy and/or procedures</li> </ul>
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<p><b>KEY RESPONSIBILITY AREAS</b></p>	<p><b>ROLE REQUIREMENTS</b></p>
<p><b><i>Family / Community / External Agencies Relationships</i></b></p>	<ul style="list-style-type: none"> <li>• Supports clients and their families in the areas of community participation, opportunities and support</li> <li>• Presents a positive image of clients and the organisation throughout the Kyogle Shire</li> <li>• Maintains good relationships with relevant stakeholders and partners</li> </ul>
<p><b><i>Community Development / Capacity Building</i></b></p>	<ul style="list-style-type: none"> <li>• Supports young people to gain leadership experience in the development and delivery of program sessions as part of Swoopin' Season (youth advisory committee)</li> <li>• Assists with the full range of standard practical tasks relevant to local early intervention &amp; prevention / community development and capacity building</li> <li>• Carries out practical tasks in setting up groups/activities/events</li> </ul>

<b><i>Compliance &amp; Reports</i></b>	<ul style="list-style-type: none"><li>• Adheres to compliance and reporting requirements</li><li>• Maintains appropriate activity notes and other documentation</li></ul>



## Decision Making Authority

You are responsible for fulfilling your duties within the framework of legislative requirements and Kyogle Togethers' policies and procedures. Issues are usually resolved without reference to your immediate supervisor but matters that arise which are outside the policy framework or matters which may potentially escalate to the detriment of Kyogle Together should be reported to your immediate supervisor.

## Relationships

### *Internal*

<b>With:</b>	<b>Purpose</b>
1. Village Youth Program Coordinator	1. Direct Supervisor
2. Village Youth Program team: Community Development Project Workers, Casual Youth Workers, Kyogle Youth Action Youth (TEIP) Workers Volunteers and Student Placements	2. Colleagues within KYA team
3. Youth Advisory Chairperson	3. Colleagues: Swoopin' Season Youth Advisory Committee – KYAC

### *External*

#### **With:**

Our 4 primary project partners

Service providers throughout the region

## **Expectations**

- To display informed affinity with the ideas, aspirations and ethics of the Kyogle Together Inc. and to identify with its purpose
- To attend appropriate development and training courses

## **Additional Information**

- Kyogle Together Inc. has a smoke free environment on all Kyogle Together Inc. property and motor vehicles
- Willingness to work under Occupational Health and Safety guidelines and adhere to grievance procedures
- Demonstrate commitment to equal employment opportunity principles with regard to all employment activities