



## POSITION DESCRIPTION

POSITION DETAILS			
<b>Position Title:</b>	Senior Youth Worker		
<b>Position Number:</b>	335	<b>Standard Position Hours:</b>	35 Hours
<b>Directorate:</b>	Corporate and Community Services	<b>Unit:</b>	Community and Cultural Engagement
<b>Salary Grade:</b>	Grade 7	<b>Award Band and Level:</b>	Band 2 Level 2
<b>Position Reports to:</b>	Youth Services Co-ordinator		
<b>Staff Management:</b>	Youth Worker and Youth Engagement Officer (0.4 FTE)		
<b>Budget Responsibility:</b>	\$10,000		
<b>Date Created:</b>	21 May 2009	<b>Date Last Reviewed:</b>	11 March 2019
<b>Version:</b>	3	<b>Document Number:</b>	DOC2015/058611

### ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of three Directorates:

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services.

### ORGANISATIONAL CONTEXT OF POSITION

The Corporate and Community Services directorate manages services associated with the following functions within Cessnock City Council:

- Finance, Governance and Administration
- Technology Systems
- Community and Cultural Engagement.

### WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 4.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

## PRIMARY OBJECTIVE

The position is responsible for the delivery of Cessnock Youth Centre and Outreach Service (CYCOS) programming and includes social, recreational and educational programs, drop in centre activities and youth outreach activities across various locations within the Cessnock Local Government Area.

## KEY ACCOUNTABILITIES

1. Responsible for delivering and promoting CYCOS social, recreational and educational programs, drop in centre activities and youth outreach activities in accordance with the CYCOS Strategic Plan and its operating procedures.
2. Assist in the development of youth programs and activities.
3. Lead supervisor of young people who engage with CYCOS, ensuring a respectful, welcoming, inclusive and safe environment.
4. Responsible for the supervision of CYCOS youth work staff including assisting with on the job staff training and co-ordination of the CYCOS staff roster.
5. Responsible for ensuring the youth centre and its equipment used for programming are maintained to appropriate standards.
6. Ensure an ongoing good level of awareness and knowledge on external youth and community services referral processes to inform tailored support required or requested by young people and/or their family.
7. Participate in the annual Cessnock Local Government Area Youth Week program including ensuring young people are consulted when scoping CYCOS Youth Week activities.
8. Participate in the development and delivery of large scale community youth events including activities held during Youth Week and youth activities associated with broader Council civic events.
9. Work in accordance with children and youth related legislation and maintain awareness of contemporary youth and family issues.
10. Responsible for the collection and provision of CYCOS monthly attendance data and youth related reporting objectives in accordance with Council's integrated reporting framework.
11. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

## POSITION SELECTION CRITERIA

### Essential

1. Tertiary qualifications (minimum level of Diploma) in Youth Work, Welfare, Community Services or related discipline.
2. Demonstrated 3 years' experience in a youth work setting including developing and delivering youth programs and activities for young people.
3. Demonstrated sound knowledge and understanding of issues confronting young people.
4. Demonstrated high level interpersonal, written and verbal communications skills including proven ability to establish professional rapport with young people and stakeholders.
5. Demonstrated sound experience in supervising staff, with the proven ability to foster an environment based on teamwork, co-operation and continuous improvement.
6. Demonstrated effective time management skills and ability to prioritise workload.
7. Ability to work in accordance with a roster including evening work across various locations within the Cessnock Local Government Area.
8. Demonstrated solid computer skills including sound knowledge and experience in the use of Microsoft Office, electronic document management and integrated computer management systems.
9. Current Class C driver's licence.
10. Holder of, or willingness and ability to obtain a First Aid Certificate within 12 months of commencement of employment.
11. Possession of a Paid Worker's current and valid Working with Children Check Number.

### Highly Desirable

1. Demonstrated experience in the delivery of community events.

## SIGNATURE

### Employee

Full Name:

Signature:

Date: