



Position Description

Job Title: Olabud Doogethu – Youth Development Officers

Reporting To: Culture and Transformation Leader (Dean Mosquito) and Director Youth & Community Development (Margaret Glass)

Location: Halls Creek

Remuneration level: Negotiable depending on experience and qualifications

Purpose Of the Position

Coordinate and facilitate the delivery of activities for youth within Halls Creek.

Responsibilities

- **Responsibility 1 -** Develop and coordinate the delivery of innovative youth service activities and programs in response to identified issues and needs in the community and perform other general office duties relevant to the role.
- **Responsibility 2 -** Facilitate appropriate, sustainable, high-quality youth diversion services that will reduce at risk Indigenous youth's adverse contact with the criminal justice system and increase their motivation to identify and take opportunities that will support leading a productive life.
- **Responsibility 3 -** Supervise, mentor and support the professional development of the Casual Remote Youth Support staff in the community.
- **Responsibility 4 -** Raise awareness of youth issues, services and activities within the community and facilitate direct linkages between agencies in appropriate sectors of the community. Ensure that young people, the community, Culture and Transformation Leader and other stakeholders are well informed about youth engagement and development programs.
- **Responsibility 5 -** Provide to support to the Learning on Country.
- **Responsibility 6 -** Provide monthly reports to the Culture and Transformation Leader outlining current activities, reporting against existing and future strategic plans.

- **Responsibility 7 -** Ensure young people participate in the initiation, planning and delivery of programs. Provide secretariat support and guidance as required.
- **Responsibility 8 -** Assist young people to form useful relationships and support networks that will encourage resilience in times of difficulty and stress.
- **Responsibility 9 -** Assist in the provision of an efficient and courteous service to other Officers, Councillors and the Public.
- **Responsibility 10 -** Always maintain exemplary standards of conduct and maintain employer employee trust and confidentiality.
- **Responsibility 11 -** Strict adherence of the Shire of Halls Creeks policies and procedures
- **Responsibility 12 -** Comply with Occupational Health and Safety legislation and promote safe work practices including ensuring all OSH documents such as risk assessments, incident reports, hazard registers etc. are completed as soon as practical and delivered to supervisor and/or HR coordinator immediately

Specific Duties

Assistance and Support to Young People:

- 1.1 Assess participants to identify their key issues and challenges and monitor their progress assessment will including consideration of risk, this may involve contact with family where there are concerns about safety at home, making appropriate referrals as required
- 1.2 Identify and work through key issues linked to the risk of young people coming into adverse contact with criminal justice system such as trauma, drug and alcohol abuse, truancy and unresolved anger
- 1.3 Work with education and training providers and agencies to engage young people, especially those at risk, in education/training/ development activities
- 1.4 Supervise youth programs and projects, events and school holiday programs in that are appropriate to young people's age range, gender, needs and interests.
- 1.5 Have up to date knowledge of local and broader youth issues and work collaboratively with young people, agencies, governments and the community to address these issues.
- 1.6 Provide support and opportunities for young people to actively participate in their community and promote their positive achievements
- 1.7 Follow up participants to see if they are offence free/facing charges etc, and to encourage further engagement and/or to make referrals as appropriate

- 1.8 Act as a mentor to young people.
- 1.9 Ensure young people participate in the initiation, planning and delivery of programs (Emphasis is on the participation of young people rather than forming a youth advisory committee or equivalent)
- 1.10 In conjunction with young people, plan and organise appropriate annual events e.g. National Youth Week and NAIDOC week etc

Community Participation:

- 2.1 Involve young people, the community, service providers and other stakeholders in the creation and implementation of an innovative Youth Engagement and Development Plan that addresses needs, engages young people and their community, builds on strength and minimises gaps/overlaps in service delivery.
- 2.2 Assist the Culture and Transformation Leader with the calendar of events for the region.
- 2.3 Work with key stakeholders and the community to identify gaps and duplication of services
- 2.4 Identify and reduce negative attitudes that support anti-social behaviour and offending
- 2.5 Help support a network of volunteers who assist in the running of programs and activities.

Working with Non-government and Government Agencies:

- 3.1 With the support of the Culture and Transformation Leader and the local Aboriginal corporation work with other government and non-government agencies to develop appropriate activities, programs and facilities.
- 3.2 Support the Culture and Transformation Leader to maintain service delivery within funding guidelines

Administration, Planning and Co-ordination:

- 4.1 Undertake the necessary administrative tasks to ensure the effective and efficient delivery and promotion of services to young people and the community.
- 4.2 Coordinate programs and services that link the young people with education and training, skill development, sports administration etc.
- 4.3 Assist with the provision of data and information for Olabud Doogethu
- 4.4 Participate in the contribution of regular articles for local paper
- 4.5 Investigate sources of funding and prepare funding submissions for a range of Olabud Doogethu projects.
- 4.6 Complete required Occupational Health and Safety documents when appropriate

Selection Criteria

Essential

- Experience and tertiary qualifications in Youth Work, Social or Behavioural Sciences, Law and Justice or similar
- Experience with working with Aboriginal people and / or working in a remote area
- A good understanding of youth work principles, practices, knowledge, skills and ethics
- A good understanding of the contemporary context and experiences of young people, and the challenges inherent in their life course and the ability to develop appropriate responses to achieve positive outcomes
- Highly developed teamwork skills and ability to work collaboratively with colleagues, young people, schools, members of the local community and external agencies and stakeholders
- Sound computer literacy skills
- Good administrative and organisational skills
- Well-developed verbal and written communication skills, including liaison, negotiation, leadership and facilitation skills
- Working knowledge of MS Outlook, Word, Excel, Internet Explorer
- Current "C" class drivers' licence
- A current Working with Children Check (WWCC), or commitment to undergo WWCC
- Preparedness to undergo Police Checks as required by funding agreements

Signed..... **Date**.....

Signed..... **Date**.....

Noel Mason
Chief Executive Officer