



Role Description Youth Project Worker

The Youth Project Worker's role is to work as a member of the 2Connect Youth & Community team to achieve the objectives of community development projects; the common goal being to improve social cohesion, participation and engagement of young people. For this role, the over-all goal is to implement the Disability Youth Engagement Service (YES) which is an innovative social change project which aims that young people with disability participate in, and benefit from, the same community activities as everyone else. Young people with disability will be engaged to actively contribute to leading, shaping and influencing their community.

Employment Status: Parttime 18hrs per week

Responsible to: The position reports to the Manager

This Role Description should be read in conjunction with 2Connect's Policies and Procedures, employee job contract & other relevant guidelines including project guidelines of assigned projects.

Key Responsibilities and Duties

1. Implementing YES community development project

- 1.1 Plan, promote, implement & evaluate the YES Disability Youth Engagement Service project for young people aged 12-25 in Bayside, Georges River and Sutherland region.
- 1.2 Implement a Youth Leadership approach for the project: Recruit, train & support local young people of a diverse level of abilities as Youth Leaders for a Disability Youth Action Council who will assist with implementing the project (young people with disabilities working together with young people who are without disabilities)
- 1.3 Engage particularly with young people from culturally and linguistically diverse backgrounds and Aboriginal young people, as well as young people more broadly.
- 1.4 Organise and/or facilitate activities which improve accessibility for young people with disabilities (and their families), such as review of services/programs by young people, advice to services/programs, and peer education social marketing/awareness raising strategy.

2. General Community Development and Networking

- 2.1 Promote the project and other services of 2Connect Youth & Community to (and work collaboratively with) schools, services & communities in the target region, including disability and youth services
- 2.2 Participate in relevant networking meetings with local youth, disability, Aboriginal, Multicultural networks, and other services
- 2.3 Other community capacity building activities, including advocacy & representation of issues/needs of the target group, and participation in collaborative capacity building projects with other services.

3. Project Administration & General service duties

3.1 Maintain accurate administrative systems and records including:

- Confidential and appropriate client records
- Client statistics and outcomes for evaluation & research purposes
- Administration obligations for duty of care eg. consent forms, attendance lists, incident reports
- Administrative requirements as per Administration policies and systems such as travel expenses, timesheets, leave forms, financial transactions etc.

3.2 Providing Project Reports to the Management and funding body

3.3 Participate in staff team meetings, debrief meetings, Supervision & any other planning & evaluation processes

3.4 Participate as a team member with project team & other 2Connect staff eg. provide appropriate support for other staff

3.5 Participate in and comply with Work Health & Safety policy and requirements, Quality assurance policies and all other relevant policies and procedures of the organisation.

3.6 Attend training and professional development as required.

3.7 Undertake other relevant duties as directed by the Management.

Selection criteria

ESSENTIAL criteria:

- Skills/experience in working with young people aged 12-25 & their families in direct work, including young people with disabilities
- Demonstrated paid experience in community development work, including working with small groups
- Skills/experience in working with culturally diverse young people & Aboriginal young people
- Relevant tertiary qualifications in social/human services
- Ability & commitment to teamwork, & ability to work independently (whilst maintaining accountability)
- Skills/ability to develop and maintain strong networks with a range of government and non-government organisations relevant to young people (in particular disability & youth services and schools)
- Good organisational, administrative and communication skills (particularly for duty of care for young people)
- Demonstrated knowledge & commitment to principles of social justice, including to principles & practice involved in disability access
- Demonstrated commitment to working within a youth participation framework

DESIRABLE criteria:

- NSW drivers licence & own comprehensively insured car
- Relevant community language

Salary & Conditions

- **Excellent Salary package includes base salary and Salary packaging option**
- Conditions of employment covered by the Social, Community, Home Care and Disability Services Industry Award 2010 (Federal modern award). Position is classified as Level 4, at above Award rate
- Salary package above includes base salary including \$15,900pa of salary able to be salary packaged (tax free), and a car allowance for use of own car for work purposes, above & on top of mileage reimbursement. Salary packaging is optional, however
- All applicants must submit their Resume & statement addressing each essential & desirable criteria (using the 'How to Apply' guide in the information package). For further information email admin@2Connect.org.au or ph. 95561769.
- Your application must be received by **5th December 2018 at 5pm.**

This is a Child-Related position and it is a legal requirement that the successful applicant must hold a current Working with Children Check clearance prior to commencement of employment, under the Child Protection (Working with Children) Act 2012. Information on the 'Working with Children Check' may be obtained from the NSW Office of the Children's Guardian web-site at www.kidsguardian.nsw.gov.au A National Police check will also be required