

# Youth Engagement Officer

## Position description

<b>Department/Unit:</b>	Community Services	<b>Location:</b>	Ararat
<b>Reports to:</b>	Community Services Coordinator	<b>Supervises:</b>	Nil
<b>Employment Status:</b>	Part Time (Flexible 2 days per week)	<b>Approved By:</b>	CEO
<b>Date:</b>	April 2018		
<b>Award/Classification</b>	Social, Community, Home Care & Disability Services Industry Award 2010 Salary Packaging Available		

### Position Purpose

The primary aim of BGT Youth Service programs is to assist young people in making successful transitions into education, training and employment. The Youth Engagement worker will work with other professionals to actively engage with vulnerable young people to address barriers and provide innovative, flexible outcomes.

### Position Tasks

- Undertake outreach and engagement activities to locate, engage and attract disengaged high need learners back into a learning environment through planning and careers counselling.
- Develop and maintain excellent relationships with community organisations and organisational stakeholders.
- Provide access to support services that will support participants to start and stay in training.
- Provide one-on-one support to participants through the means of addressing personal barriers to education and linking them with support services as needed.
- Provide a service which meets quality standards and achieve team and organisational related goals.
- Undertake related duties as directed. You will be required to travel to our Ballarat office from time to time as part of this role.

Key Selection Criteria	Essential	Desirable
Applicants must address the following selection criteria in writing to be considered for this position:		
• Demonstrated experience in casework for out of home high risk adolescents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Strong knowledge of DHHS & DET systems and legislation. Ability to comply with DHHS & DET standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Experience and ability in supporting and communicating effectively with young people and their families.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Proven ability to maintain strong working relationships with stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Proven ability to deliver group work or training for vulnerable young people.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Previous experience in working within a trauma informed framework.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Qualifications/ Registrations	Essential	Desirable
These do not need to be addressed in the selection criteria but must be included on resume:		
• Relevant tertiary qualifications in youth work, social work, case management or relevant fields.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Recent Satisfactory Police Check.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Current Working with Children's Check.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Current Victorian Driver's License & Demerit Point Statement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Key Responsibilities	
<b>Governance &amp; Leadership</b>	<ul style="list-style-type: none"> <li>• Actively promote and follow company policy and procedures.</li> <li>• Actively promote our vision and values.</li> </ul>
<b>Workforce &amp; Culture</b>	<ul style="list-style-type: none"> <li>• Maintain a healthy work/life balance.</li> <li>• Actively contribute to a safe working environment for all employees.</li> <li>• Contribute effectively to the promotion of equal opportunity and non-discrimination in the workplace.</li> </ul>
<b>Finances &amp; Infrastructure</b>	<ul style="list-style-type: none"> <li>• Contribute to a financially viable organisation by applying sound judgement.</li> <li>• Operate ethically and model BGT's values and behaviours.</li> <li>• Work collaboratively to ensure excellence in service delivery.</li> </ul>
<b>Business Systems &amp; Performance</b>	<ul style="list-style-type: none"> <li>• To accurately complete and maintain all necessary records, reports, notes and outcomes in accordance to strategic growth planning.</li> <li>• Work to ensure compliance with all DHHS &amp; DET requirements.</li> <li>• Ensure compliance with government agencies and other legislation related to the community service and springboard offerings.</li> <li>• Be willing to undertake ongoing professional development as required.</li> </ul>
<b>Productive Partnerships</b>	<ul style="list-style-type: none"> <li>• Promote BGT as the community services provider people choose.</li> <li>• Maintain strong professional working relationships with government authorities such as DHHS &amp; DET.</li> <li>• Actively contribute to continuous improvement.</li> <li>• Support the Leadership Team as required.</li> </ul>
From time to time we may ask you to assist in other work roles and locations as necessary	

I understand the description of my role and key result areas, and agree to fulfil this description.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_