



**POSITION DESCRIPTION**  
**Kool Kids, Malabar**  
**Kool Kids Youth and Community Worker**  
**Position Description**

<b>Position title:</b>	Youth & Community Worker
<b>Program:</b>	Kool Kids Program
<b>Reports to:</b>	Kool Kids Program Manager
<b>Responsible for:</b>	<p>Delivery of the Kool Kids Program which provides strengths based social, developmental, recreational and early intervention programs for children and young people facing complex issues in their lives.</p> <p>Responsible specifically for the implementation of active after school programs for young people and in school mentoring for students attending local primary schools</p>
<b>Location:</b>	Weave Kool Kids, 1B Prince Edward St, Malabar
<b>EMPLOYMENT DETAILS AND REMUNERATION: :</b>	
<b>Employer:</b>	Weave Youth and Community Services
<b>Hours:</b>	4 days per week (28 hours per week), 11.00am to 6.30pm (hours may vary)
<b>Status:</b>	Part time contract - all positions at Weave are dependant on continued funding
<b>Award:</b>	Social Community Home Care and Disability Services Industry Award 2010 (SCHCADS)
<b>Grade:</b>	SCHCADS SACS Level 2 Paypoint 2.1 - 2.4 \$30.21 - \$32.96 per hour depending on qualifications and experience
<b>Benefits:</b>	Superannuation @ 9.5% and leave loading @17.5% plus generous wage packaging/salary sacrifice available

## **PROGRAM DESCRIPTION:**

Weave's Kool Kids Program is an early intervention and prevention program providing children aged 7-12 years, with opportunities to engage in recreational activities and therapeutic mentoring. Focused on improving social and emotional health and wellbeing, connection to culture and promoting strength and resilience, Kool Kids works with local schools and families to deliver free after school and holiday activity programs for children and young people.

There is also transitional support through the Switch Leadership component of the program which supports Kool Kids clients up to age 18.

The program prioritises children and young people who face multiple challenges in their lives and who are impacted by intergenerational trauma and systemic disadvantage. Over 90% of participants identify as Aboriginal and/or Torres Strait Islander children from the South Eastern Sydney and Waterloo/Redfern catchment area.

## **Summary Of Position**

Youth and Community workers are supported by the Program Manager to design and implement strengths-based, culturally responsive, trauma informed, activities-based programs, after school and during the school holidays with a strong focus on building resilience and creating opportunities for young people. Kool Kids programs include Sports and Arts based activities including programs for young people transitioning into high school.

The Youth and Community Worker provides therapeutic mentoring to students in local primary schools who have been identified as benefiting from additional emotional/academic support in school. The Youth and Community Worker will also assist with the development and implementation of the Switch Leadership Program working with vulnerable young people aged 12 - 18 years providing mentoring, youth led events and advocacy, camps, leadership and skills development opportunities.

Kool Kids Youth and Community Workers are responsible for supervising and managing the behaviour of children and young people attending Kool Kids programs.

## **Key Duties**

- Planning, implementation, evaluation and documentation of all activities as part of the Kool Kids Program
- Communicate priorities, activities and key updates clearly and regularly to the team
- Responsible for development and growth of core programs including responsibility for activities or programs as allocated to this role as a lead team member
- Daily administrative duties essential to the efficient delivery of the program.
- Accurately and timely record case notes, activity and program evaluations and generalist data entry as needed
- Develop and maintain positive relationships with partner schools to identify students who would benefit from referral to the program
- Communicate closely with the Program Manager as needed for young people identified as needing additional support outside of the direct delivery of program

activities

- Refer young people to the Kool Kids caseworker as needed in consultation with the Program Manager
- Direct supervision and mentoring of children and young people while on activities in line with core values of Weave and ways of working
- Monitor and implement a behaviour management plan as needed with children attending programs including support of students during high school transition period
- School holiday programs and camps require earlier starts and sleep over flexibility
- Report and complete incident reports as required in consultation with the Program Manager
- Build and maintain positive relationships with families and other support services
- Prepare for daily activities including food preparation, activity organisation, coordination and transport logistics
- Monitor all program vehicles and provide support as needed to ensure that the program bus is operational, clean and full of fuel.

#### **General accountabilities of all Weave staff**

- Work as part of the wider Weave organisation team displaying effective team membership
- Participate in Weave whole of organisation staff meetings, retreats, planning days, training and performance appraisals as required
- Perform all duties in accordance with the Weave Code of Conduct and Weave policies and procedures
- Maintain a commitment to EEO policy and WHS safety standards, ethical practice principles and a commitment to the principles of cultural diversity
- Take responsibility to ensure Weave is a warm, inviting and hospitable environment for everyone to enjoy; treat people like you would if they were guests in your home
- Notice when things are untidy and clean up as needed
- Make sure all visitors to the centre are welcomed and looked after including offering cups of tea, coffee, water etc. and that they get the assistance they came for, or at least information and referral if Weave cannot assist directly
- Hospitality and housekeeping is a shared responsibility of the whole of the Weave team and is included in the Job Descriptions of all staff
- Support and maintain a healthy Weave culture and embody the “Magic of Weave” ethos and values
- Expectations of workers roles can change according to the needs of the community and available resources

#### **Skills and Attributes**

- Excellent written and verbal communication skills
- Good computer skills
- Must have a natural ability to engage with children and young people and have lots of energy
- Proven ability to work as part of a small team