

POSITION DESCRIPTION

Youth and Community Worker

Weave Kool Kids Program | Weave Youth & Community Services
(12 month fixed contract)

Position title	Youth and Community Worker
Reports to	Weave Kool Kids Program Manager
Responsible for	Delivery of the Weave 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. Responsible specifically for the implementation of active after school programs for young people and in school mentoring for students attending local primary schools.
Location	Weave Kool Kids Program, Bidjigal Land 1B Prince Edward Street, Malabar NSW
Hours	4 days per week (28 hours per week), 11:00am to 6:30pm (hours may vary)
Status	Part time/12 month fixed Term: All positions at Weave are dependant on continued funding and are subject to a 6 month probation period
Award	Social Community Home Care and Disability Services Industry Award 2010 (SCHADS)
Grade	SCHCADS SACS Level 2-4 Paypoint 2.1 - 4.1 range depending on qualifications and experience. Weave hourly rates are above the SCHCADS rates. The current Weave hourly rates range for Level 2-4 Paypoint is 2.1 - 4.1 \$33.07 - \$42.63 exclusive of superannuation and annual leave loading
Benefits	Superannuation @ 10.5% and leave loading @17.5% plus generous wage packaging/salary sacrifice available

SUMMARY OF THE POSITION:

Youth and Community workers are supported by the Weave Kool Kids 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. Weave 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.

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

KEY RESPONSIBILITIES:

- Planning, implementation, evaluation and documentation of all activities as part of the Weave 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
- Deliver in school mentoring to children identified as needing extra support. Develop and tailor mentoring session plans to the individual needs of the child.
- 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 Weave 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 RESPONSIBILITIES OF ALL WEAVE STAFF:

- Work as part of the wider Weave team displaying effective team membership and upholding the Weave values at all times
- Participate in Weave 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 proactively 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 is a shared responsibility of the whole of the Weave team and is included in the Position Descriptions of all staff

- Support and maintain a healthy, inclusive, positive Weave culture and embody the Weave values
- Expectations of workers roles can change according to the needs of the community and available resources

SKILLS AND ATTRIBUTES FOR THE ROLE:

- 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

SELECTION CRITERIA

1. Qualifications in Youth Work, Community Services, Social Work or other relevant discipline, or minimum 12 months experience in children's or youth work and or community work
2. Understanding of Trauma Informed Approach
3. Experience in planning, developing and documenting projects
4. Understanding of the issues facing Aboriginal and Torres Strait Islander people and particularly issues facing Aboriginal young people who live in the South Eastern Sydney and Waterloo/Redfern catchment areas
5. Well-developed understanding of social justice issues and ability to respond creatively to issues arising in the community
6. A good sense of humour
7. Must be available to go on 3-day camps during school holiday
8. Must have a current NSW Working With Children Check
9. National Police Check
10. Must have a current Class C NSW drivers licence and be willing to drive a 12 seater vehicle

Desirable Criteria:

- Casework experience
- Experience in running sport and recreation programs
- Experience in creative arts
- First Aid Cert & CPR