

## POSITION DESCRIPTION

### Youth Engagement Worker (12 month fixed term contract)

Weave Woolloomooloo

<b>Position title</b>	Youth Engagement Worker
<b>Reports to</b>	Weave Woolloomooloo Manager
<b>Responsible for</b>	Weave Woolloomooloo Targeted Earlier Intervention (TEI)
<b>Location</b>	In consultation with the Weave Woolloomooloo Manager and the local community, the Youth Engagement Worker is responsible for developing and implementing creative and innovative youth led projects, events and groups that meet the needs of young people and build the capacity and cohesion of the Woolloomooloo, Kings Cross, Darlinghurst community and surrounding areas. This role is key in developing and facilitating a strong focus on youth participation. This role also supervises volunteers.
<b>Hours</b>	Weave Woolloomooloo, Gadigal Land, 49 McElhone Street, Woolloomooloo 2011
<b>Status</b>	Part Time: (4 days per week/28 hours per week Tuesday to Friday)
<b>Award</b>	Fixed Term Maternity Leave: All positions at Weave are dependant on continued funding and are subject to a 6 month probation period
<b>Grade</b>	Social Community Home Care and Disability Services Industry Award 2010 (SCHADS)
<b>Benefits</b>	SCHADS SACS Level 4 Paypoint 1-4 depending on qualifications and experience. Weave hourly rates are above the SCHADS rates. The current Weave hourly rates for Level 4 Paypoint 1- 4 are \$42.63 - \$45.87 exclusive of superannuation and annual leave loading



## **Weave Youth & Community Service**

Located in Inner Sydney (on unceded Gadigal and Bidjigal Land), Weave Youth & Community Services (Weave) is a place-based community organisation that has been delivering a range of community programs and services developed with and for the community for over 45 years.

Weave's purpose is to empower people to change their lives, and healing is at the centre of our work. Weave supports children, young people, women and families who are impacted by systemic disadvantage and intergenerational trauma. Around 70% of all those we support across Weave are Aboriginal and/or Torres Strait Islander people. We strive to be a high quality, effective community-led organisation that celebrates and reflects the full diversity and richness of the community we serve and we seek to embed Aboriginal cultural awareness and knowledge throughout the organisation. Weave is committed to walking alongside Aboriginal and/or Torres Strait Islander people in their ongoing fight for justice and self-determination, and all our work across the organisation is guided by our Aboriginal Healing Framework, developed by our Aboriginal staff group and endorsed by the Weave Board, leadership and management teams. Our Board is exceptional, with strong Aboriginal and/or Torres Strait Islander representation and a Community and Culture Committee that considers, advises and guides the organisation on important issues relevant to culture and community.

## **Weave Woolloomooloo**

Weave Woolloomooloo (WW) is a vibrant youth centre located on Gadigal Land in the heart of Woolloomooloo. It is a welcoming and safe space for young community members and young families from the area and surrounding suburbs. WW provides case management for young people aged 12 to 24 and young families with children in their care aged under 12, with priority given to people living in Woolloomooloo, Kings Cross and Darlinghurst. WW also offers creative and innovative youth-led projects, events and groups that meet the needs of young people and build the capacity and cohesion of the community.

## **Summary of the Position**

Tasks include but are not limited to; developing and implementing youth led projects, groups and events that meet the needs of young people and young families in the area. A key part of this role is to develop and expand opportunities for youth participation and help build young people's skills and capacity. Develop project ideas and all aspects of project plans including development, implementation, project management and evaluation. You will be required to comply with budgets, seek funding opportunities, consult with young people, assist with volunteers, recruit people to participate, collect and record data and comply with required reporting. You will be required to assist and participate in the development and implementation of key Woolloomooloo events.

Building service capacity in the following areas:

- Youth participation and engagement
- Partnering with other NGO and Government providers
- Documentation of programs and service delivery

Another large aspect of the role is being actively engaged in events and activities outside the Weave site, these include, facilitating and taking part in community and cultural events such as NAIDOC Week, Youth week, Harmony Day and more. It is important to note that some of these events occur outside of normal work hours, for example, after 5:00pm or on a weekend. The Youth Engagement Worker must be flexible in their working hours and be able to work occasionally on a weekend.

Collaborating with local services on community projects and attending regular interagency service meetings to continue to strengthen the partnerships that exist with local services is also vital.

## **Key Accountabilities**

- Create a warm, welcoming space that resources the local young people and young families.
- Maintain neutrality in the face of community politics and disputes.
- Work from a strengths based, trauma informed, culturally safe and healing-centred approach and work with the community to identify community strengths, hopes, vision and connections.
- Develop, implement and manage project plans and briefs.
- Support and consult with young people and engage participants in groups, events and projects.

- Develop written communication materials for groups, projects and events.
- Evaluate groups, projects and events and provide reports on outcomes; comply with reporting requirements to funding bodies.
- Consult with the TEI casework team about ideas, opportunities and trends.
- Facilitate focus groups and community consultations to ensure we are responding appropriately to the issues that young people and the community identify as important.
- Assist in ensuring that Weave is responding optimally to issues in the community such as methamphetamine use, bullying and suicide.
- Assist with strategic planning for the TEI Program and Weave in general.
- Attend regular supervision and Team Meetings with the Manager.
- Engage with key people in the community to promote the TEI Program and Weave at large to the wider community.
- Undertake other related duties as agreed with the Weave Woolloomooloo Manager.
- In consultation with the community, facilitate community and cultural events, groups and projects.
- Collaborate with the wider Weave and other local services on community led projects and events.
- Attend regular networking meetings with local services.
- Contribute to the enhancement of community participation structures and processes across Weave.
- Undertake thorough planning, evaluation and reporting processes for activities and events.
- Seek funding opportunities for groups, projects and events when required.
- Keep up to date records of attendance and complete data entry.
- Maintain client data and statistics and assist with reporting to funding bodies.
- Undertake other related duties as agreed with the Weave Woolloomooloo Manager.

### **General Accountabilities of all Weave Staff**

- Work as part of the wider Weave team displaying effective team membership and upholding Weave's organisational 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.

### **Essential Selection Criteria**

1. Tertiary qualifications in Community Development, Social Work or equivalent sector or other relevant experience.
2. Excellent engagement skills and a genuine interest in young people, their stories and wellbeing with demonstrated skills in facilitating projects, events and groups.
3. Understanding of trauma informed, strengths based and person centred practices with a commitment to social justice.
4. A good understanding of mental health and alcohol and other drug issues
5. Proficient and adaptable oral and written communication skills, and the ability to present program information to a range of audiences.
6. Diplomacy skills and ability to navigate complex community dynamics with strong relationship management skills that showcase the ability to build strong networks and relationships - both internally and externally.
7. Understanding of the systemic disadvantage faced by Aboriginal people.
8. Common sense and an excellent sense of humour.
9. Current NSW Class C driver's licence.
10. Current Police Check and NSW Working With Children Check Clearance.

### **Desired criteria:**

1. Knowledge of the Woolloomooloo, Kings Cross, Darlinghurst area and the complex issues faced by these communities