



APPLICATION FORM

Complete this form ON-SCREEN (or by hand). It must be signed, and attached to your application before submitting. Thank you.

POSITION DETAILS:

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PERSONAL DETAILS:

| | | | |
|--------------|--|-----------|--|
| Title: | | | |
| Surname: | | | |
| Other Names: | | | |
| Phone #: | | Mobile #: | |
| Email: | | | |

RIGHT TO WORK:

| | |
|--|--|
| Are you and Australian Citizen/Permanent Resident? | |
| If no, do you have a working visa? | |

Note: to be eligible for employment applicants must have the appropriate work visa or have permanent residency status.

REFEREE DETAILS:

Note: two referees are required and should have been your immediate supervisor in your past or existing role.

| | | |
|----------------------------|--|--|
| Referee Name: | | |
| Relationship with Referee: | | |
| Organisation: | | |
| Referee Position: | | |
| Referee Telephone #: | | |
| Position Status | | |

I understand that providing false information or withholding relevant information may result in the withdrawal of an offer of employment or dismissal.

| | | | |
|------------|--|-------|--|
| Signature: | | Date: | |
|------------|--|-------|--|

How did this vacancy come to my attention?



Casual Youth Service Officer

Derby & Fitzroy Crossing – Multiple positions available

What's on offer:

- J Kimberley adventure and lifestyle
- J Attractive location Allowance
- J Up to 17.5% superannuation
- J Health & Wellness Program (Employee Assistance Program etc.)

About the Role:

The Shire of Derby/West Kimberley is currently looking for an enthusiastic and community focussed persons to become part of our team as a Casual Youth Service Officer.

We encourage all interested applicants to apply as we are a flexible workplace with varying rosters that can be arranged to suit the right applicants.

This is a great opportunity for someone who wishes to have a secondary income while supporting our local youth.

About you:

Are you a passionate community member looking to make a difference and support our local youth? Located in Derby, you will be part of the wonderful team that provides essential support services to our local young people. In this position you will support the team in developing activities and promoting meaningful youth participation in a wide variety of activities ranging from life skills to sports and creative exploration.

Salary Package:

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|--|----------------------------|
| Salary Level 1 -3.1 | \$50,255 - \$60,150 |
| Location Allowance | \$11,000 |
| Cash Component | \$61,359 - \$71,254 |
| Super 10.5% | \$6,653 - \$7,692 |
| Council Matching Contribution up to 7% | \$4,435 - \$5,128 |
| Total Package Value: | \$72,447 - \$84,073 |

About Us:

Shire of Derby/West Kimberley is in the north of Western Australia. An enviable location on the doorstep to some truly stunning and untouched wilderness areas like the famed Buccaneer Archipelago, National Parks and gorges, and the mighty Fitzroy River. You are sure to enjoy the Derby/Fitzroy Crossing lifestyle with a variety of leisure activities including superb fishing, boating, sightseeing, community events, sports as well as the colourful townspeople known for their laid back and welcoming attitude.

Derby

(08) 9191 0999 | 30 Loch Street
sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

Fitzroy Crossing

(08) 9191 5355 | Flynn Drive
sdwk@sdwk.wa.gov.au | PO Box 101, Fitzroy Crossing



Shire of Derby / West Kimberley

POSITION DESCRIPTION

Youth Services Officer

Fitzroy Crossing

November 2022

Position Title: Youth Services Officer
Classification: Level 3
Unit: Fitzroy Crossing
Department: Community Development
**Responsible to:
(Immediate Supervisor)** Youth Services Coordinator
Incumbent: Existing position
Prepared By: People and Culture
PD Reviewed and/or Updated: November 2022

SDWK Vision: A place where people want to live, invest, visit and return to

SDWK Values:

We are **PROUD** of who we are and where we live.

We will create a **POSITIVE LEGACY** for our children and children's children.

We will go about our business with **INTEGRITY, TRANSPARENCY and AUTHENTICITY.**

We value and **RESPECT** what our community has to say and will strive to make things happen.

We are **PROUD** of and value the **KNOWLEDGE** of our diverse and strong people and cultures.

We value our **RELATIONSHIPS** and will work with others to achieve common goals and gain maximum impact.

We are **PROUD** of and **COMMITTED** to the responsible preservation of our unique natural environment and making sure our built environment reflects our current and future needs.

We are open for and encourage business, industry and all aspects of **COMMUNITY DEVELOPMENT**, particularly our thriving arts and cultural scene.

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1. POSITION OBJECTIVES

To provide young people with opportunities to socialise and develop important knowledge and life skills, promote mutual respect healthy lifestyle choices, personal rights and responsibilities. The Fitzroy Crossing Youth Services Officer provides assistance and support to the Youth Services Coordinator at the Fitzroy Crossing Youth Service by undertaking routine tasks which contribute to high quality and culturally appropriate programs and other services for disadvantaged and at risk young people and their families.

2. KEY RESPONSIBILITIES

OUTCOME: Information & Promotion

-) Ensure strong community awareness of the service.
-) Act as a role model for young people.
-) Assist in the development of trusting and cooperative relationships between the Youth Services Coordinator, customers and agencies.
-) Provide young people with appropriate information about other agencies and resources, harm minimisation strategies and encourage drug and alcohol prevention.
-) Advocate for young people in need.
-) Assist the Youth Services Coordinator to develop and deliver culturally appropriate promotional material about the service.

OUTCOME: Youth Recreation & Life Skills Programs

-) Assist in the development, delivery and supervision of group activities for young people.
-) Assist in the development, delivery and supervision of recreational activities, excursions or other outreach opportunities.
-) To assist in the delivery of high quality facility based recreation and life skills programs to young people.
-) Assist young people increase their life skills to help them deal with, or prevent crises.
-) To build respect and communication between young people, community, business and government agencies.
-) Assist to reduce the overall level of risk young people experience.
-) Assist to link young people into appropriate services including employment, training, education, recreation, accommodation, and counselling and health services.
-) Assist to maintain their involvement in these appropriate services.
-) Help improve participation, safety and security for young people and wider community in public space.
-) Assist in the maintenance and presentation of the youth services facility.

OUTCOME: Evaluation

-) Assist the Youth Services Coordinator to maintain records and information that will assist in the evaluation of the service.
-) To participate in and contribute to the Community Development team to ensure that unit objectives and performance standards are met.

OUTCOME: Administration

-) Complete all forms or other paperwork required for the administration of the service.
-) Assist with ordering program supplies and equipment.
-) Maintain confidentiality and comply with the directions of the Youth Services Coordinator regarding all legislative requirements.
-) Participate in monthly individual and team meetings.

-) Prepare various reports and attend meetings as directed for Council, appropriate committees and internal requirements of the unit.

OUTCOME: Customer Service

-) Develop harmonious relationships with all customers, internal and external.
-) Treat all clients with professionalism and dignity.
-) Develop and maintain a sense of loyalty and team ownership between members of the Youth Services team.
-) Promptly attend to customer enquiries in a courteous and effective manner.
-) Take initiative to attend to existing or potential customer needs.
-) Assist the Youth Services Coordinator in achieving the objectives of the Youth Services Team.

OUTCOME: Occupational Health & Safety

-) Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and code of practice.
-) Seek guidance for all new or modified work practices to ensure safety is a high priority consideration.
-) Not wilfully place at risk the health or safety of any person in the workplace.
-) Ensure that any hazardous conditions, near misses and injuries are reported immediately to the Supervisor.

This position description is not intended to be an exhaustive list of duties of the position. The Youth Services Officer will be required to undertake other duties as required having regard to the incumbent's skills and experience and in accordance with the Enterprise Agreement.

3. ORGANISATIONAL and BEHAVIOURAL CAPABILITIES

-) **Teamwork** – To value other team member's contributions and work effectively as a member of a high performance work team. To demonstrate flexibility in work practices. Works in a collaborative, cooperative and positive manner that is considerate of others. Leads, supports and helps others in line with job level.
-) **Customer Service** – Works at all times to provide customer service excellence, and in line with customer service standards, obligations and protocols; includes external and internal customers.
-) **Workplace Health and Safety** – Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and Code of Practice. Not wilfully place at risk the health or safety of any person in the workplace.
-) **Compliance** – Ensure compliance with relevant legislation, policies and procedures.
-) **Workflow and Task Management** – Progression of tasks, events, interactions that comprise sequential work processes that add value to the Shire's activities.
-) **Communication** – Value and encourage communication between individuals, teams and work groups. Communicates clearly, thoughtfully and appropriately, both verbally and in writing. Is regarded as appropriate when dealing with others.
-) **Conflict Management** – Recognising and dealing with disagreement in a rational, balanced and effective way.

-) **Planning and Organising** – Effectively plans, priorities and organises own work, plus that of others as appropriate to job level, resulting in best outcomes.
-) **Integrity** – Adherence to a moral code, reflected in transparent honesty, in thoughts, words and actions.
-) **Professionalism** – Demonstrates behaviours consistent with the shires values. Upholds the highest standards and maintains the required skill and knowledge levels.
-) **Problem Solving** – Identifies and investigates in an appropriate and thorough manner. Working to reach solutions.
-) **Leadership and Management** – Effective use of influencing skills to achieve job and project outcomes where you do not have direct accountability for people or resources.

4. ORGANISATIONAL RELATIONSHIPS

Responsible to:

-) Youth Services Coordinator

Supervision of:

-) Underage Clients
-) Service Volunteers
-) Structured Workplace Learning Students

Internal/external liaison:

Internal

-) Executive Leadership Team
-) Senior Management Group
-) Shire Councillors
-) All Employees of the Shire Organisation

External

-) Local Contractors and Business
-) Procurement Organisations
-) WA Local Government Association
-) Government Agencies
-) General Public and Residents

5. EXTENT OF AUTHORITY

This position has limited authority and is restricted to the youth service area, working under supervision with assistance readily available when problems arise.

The position operates under the direction of the Youth Services Coordinator (or Senior Youth Services Officer in absence of Youth Services Coordinator) within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other relevant legislation.

This position may give direction (either directly or indirectly) to young people using the service, support staff, youth service volunteers or structured workplace learning students where directed.

6. SELECTION CRITERIA

Knowledge, Skills and Experience:

1. Demonstrated interpersonal skills.
2. Demonstrated organisational and time management skills.
3. Demonstrated supervision or leadership skills.
4. Demonstrated local knowledge of the Fitzroy Crossing area.
5. An understanding of issues facing young people at risk in the Fitzroy Crossing area.
6. An understanding of problem solving and conflict resolution techniques.
7. Previous work experience (including volunteer) with young people.
8. Knowledge in the use of information technology programs and recreation equipment.

Qualifications and/or Training:

9. Completion of Year 10.
10. Senior First Aid Certificate.
11. Current Working with Children Check to be maintained while employed by the Shire of Derby/West Kimberley.

7. POSITION DESCRIPTION ADMINISTRATION

The successful applicant will be required to submit the following documentation prior to commencement:

-) National Police Clearance
-) Copies of Certified Qualifications
-) Drivers Licence

The Shire of Derby/West Kimberley will reimburse the cost of the Police Clearance and pre-employment medical.

I acknowledge the information contained in this position description is intended to describe the nature and level of work to be performed, that is it not an exhaustive list of all the responsibilities, duties or skills required in the role.

Signing this position description indicates agreement and acceptance of the contents and conditions.

I also understand that this position description may be further reviewed at a future date.

Youth Services Coordinator

Date

Amanda Dexter
Chief Executive Officer

Date

How to Apply:

Please visit www.sdwk.wa.gov.au. Applicants must address the selection criteria in the position description to be eligible for this position.

For further information view our website www.sdwk.wa.gov.au. For more direct information about this position please contact Shane Edwards, Manager Community Development on 08 9191 0999 or email shane.edwards@sdwk.wa.gov.au

APPLICATIONS OPEN FOR 2023

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