

Make a real difference to Maroondah



Youth Program Facilitator - Lived Experience LGBTIQ+

Position Number: YTH040
Classification: Band 4
Responsible to: Youth Programs & Services Coordinator
Service Area: Community Services

Crim check - if required	Yes
Working with Children Clearance ID Card (Employee) - if required	Yes

Role and Summary Statement

The Youth Program Facilitator - Lived Experience LGBTIQ+ reports to the Youth Programs and Services Coordinator and is responsible for supporting the planning, implementation and evaluation of a support group for LGBTIQ+ young people aged 10-13 years. This role will work in partnership with the Youth Programs and Services Coordinator and young people to deliver a fortnightly group to support increased peer connection and wellbeing of LGBTIQ+ young people.

Tasks and responsibilities

1. Support the planning, implementation and evaluation of the LGBTIQ+ support group.
2. Bring your lived experience of LGBTIQ+ specific issues and community to the group in an appropriate and purposeful manner to empower and raise the wellbeing of program participants.
3. Encourage and support young people to be actively involved in the shaping the program using youth participation practices.
4. Work closely with the Youth and Children's Services team to advocate for the needs of LGBTIQ+ young people.
5. Support the preparation of reports and other documentation for Council, Government Departments or Service Managers, as required.
6. Be prepared to work flexible hours including weeknights and the occasional weekend.
7. Fully understand and comply with Victorian Child Safe Standards at all times.
8. Cooperate and comply with the requirements of all Maroondah City Council policies and procedures and any actions taken by Council to comply with relevant Acts and Regulations.
9. Actively support and promote Equal Employment Opportunity (EEO) within the workplace in accordance

- with the Equal Opportunity Act 2010, Racial Tolerance Act 2001, Disability Discrimination Act 1992, Human Rights and Equal Opportunity Commission Act 1986, Workplace Relations Act 2006, Racial Discrimination Act 1975, Sex Discrimination Act 1984, Equal Opportunity for Women in the Workplace Act 1999, Occupational Health and Safety Act 2004, Local Government Act 1989, and Council policies.
10. Cooperate and comply with the requirements of all Maroondah City Council Occupational Health and Safety policies and procedures and any actions taken by Council to comply with the Occupational Health and Safety Act 2004 and other regulations. This includes taking reasonable care for their own safety and the safety of others who may be affected by their actions or omissions, including employees, contractors, volunteers, Council customers and the community in general.
 11. Comply with the requirements of applicable Child Safety legislation such as the Child Wellbeing and Safety Act 2005 (Vic), Crimes Act 1958 (Vic), Children, Youth and Families Act 2005 (Vic), and Working With Children Act 2005 (Vic), as amended and/or replaced from time to time. Comply with Council's Child Safe Standards and Reportable Conduct Policy and assist Council to achieve a prevention focused, proactive and participatory approach to achieving and maintaining positive Child Safety related outcomes.
 12. Observe the application of the Council Risk Management Policy and Strategy; be accountable for adherence to the same policy. Report identified hazards that may pose a risk to others and/or may give rise to an insurance claim. Ensure that all buildings, motor vehicles, equipment and other assets under your control are maintained in accordance with the defined standards and any required maintenance or damage are promptly reported to the appropriate officer for rectification. (Inspections/risk assessments should take into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson).
 13. Comply with the requirements of applicable privacy legislation (e.g. Privacy and Data Protection Act 2014 (Vic); Health Records Act 2001 (Vic) as amended and/or replaced from time to time.
 14. Adhere to the requirements of Council's Privacy Policy, that incorporates relevant Information Privacy Principles (IPPs) and Health Privacy Principles (HPPs), as amended and/or replaced from time to time.

Organisational relationships

INTERNAL	Management and employees
EXTERNAL	Young People, Parents/Carers, Community Groups, Performers and Arts Community, Government and Non-Government Youth Service Providers, Schools, Service Clubs and Police, members of public, community groups, government agencies and service providers

Person specification

To perform the job successfully, an individual should demonstrate the following competencies and qualities:

Qualifications

Essential

- > Currently studying or completed certificate IV in Youth Work, Community Services or equivalent qualification.
- > Lived experience within the LGBTIQ+ community.

Desirable

- > Diploma or Degree in Youth Work, Social Work or equivalent qualification.

Experience

Essential

- > Demonstrated experience working with young people aged 10 - 13 years old.
- > Demonstrated understanding of the specific developmental, social, and environmental issues that face LGBTIQ+ young people.
- > Demonstrated experience empowering young people and working with relevant service providers to meet the needs of young people.
- > Demonstrated experience in developing and maintaining positive relationships with stakeholders, including collaboration and partnerships to achieve positive outcomes for young people.

Desirable

- > Demonstrated experience in Local Government.
- > Demonstrated experience in the delivery of support groups for young people.
- > Demonstrated experience working with young people from the LGBTIQ+ community.
- > Understanding of the principles of positive psychology.

Other certificates, checks and licences

- > Pre-employment Checks, Psychometric Assessment, CrimCheck, Working With Children Clearance - Employee

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- > Employees in these positions are essentially doing jobs and are often the providers of information to clients and / or information and support to more senior employees. Some positions may also supervise resources including other employees and / or regulate clients
- > The freedom to act is limited by standards and procedures encompassed by the nature of the work assigned to the position from time to time. The work generally falls within specific guidelines, but with scope to exercise discretion in the application of established standards and procedures.
- > Employees should have sufficient freedom to plan their work at least a week in advance
- > The effect of decisions and actions are usually limited to a localised work group or function, individual jobs or clients, or to internal procedures and processes

JUDGEMENT AND DECISION MAKING

- > The objectives of the work are well defined but the particular method, process or equipment to be used must be selected from a range of available alternatives. For supervisors, the process often requires the quantification of the amount of resources needed to meet those objectives
- > Guidance and advice are always available within the time available to make a choice

SPECIALIST KNOWLEDGE AND SKILLS

- > Employees require an understanding of the relevant technology, procedures and processes used within their operating unit
- > Employees require an understanding of the function of the position within its organisational context, including relevant policies, regulations and precedents and an understanding of the goals of the unit in which they work and where appropriate, an appreciation of the goals of the wider organisation
- > Employees require proficiency in the application of standardised procedures, practices, Acts and Regulations and an understanding of relevant precedents, previous decisions and / or proficiency in the operation of equipment or knowledge of the use of plant which require the exercise of considerable skill or adaptation

MANAGEMENT SKILLS

- > Employees must have a basic knowledge of personnel practices and be able to provide employees under their supervision with on the job training and guidance
- > All employees in these positions necessitate skills in managing time and planning and organising one's own work

INTERPERSONAL SKILLS

- > Employees require the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of well-defined activities and in the supervision of employees where applicable
- > Require skills in written communication to enable the preparation of routine correspondence and reports if required

Agreement: I have read, understood and agree to comply with this position description.

Name:

Signature:

Date:

Prepared by:	Youth Programs & Services Coordinator	Authorised by:	Workplace People and Culture
Date reviewed:	December 2021		

Selection criteria

Criteria 1.

Currently studying or completed certificate IV in Youth Work, Community Services or equivalent qualification.

Criteria 2.

Demonstrated understanding of Child Safe Standards and Child Protection reporting procedures.

Criteria 3.

Demonstrated experience empowering young people and working from a youth participation approach.

Criteria 4.

Demonstrated experience working with young people from the LGBTIQ+ community.

Criteria 5.

Demonstrated experience facilitating groups for young people.

NOTE: Candidates are required to address each of the selection criteria in their applications.

Personal capability requirements

Requirements	Frequency			
	Unlikely	Possible	Occasionally	Regularly
Passive				
Sitting - counter / desk				•
Sitting – vehicle			•	
Operating telephone / computer				•
Writing / reading				•
Manual Handling				
Bending / twisting Spine	•			
Working with one or both hands above shoulder height	•			
Lifting (5kg or under p/item)	•			
Lifting (5kg or over p/item)	•			
Requiring low/light application of force	•			
Requiring medium to high application of force	•			
Lifting/holding/restraining children	•			
Exerting force in an awkward posture	•			
Holding & supporting equipment	•			
Agility				
Squatting / kneeling	•			
Looking up / looking down	•			
Reaching forwards or sideways	•			
Gripping or grabbing equipment	•			
Mobility				
Walking / standing- briefly				•
Walking / standing- extended			•	
Walking on uneven ground	•			
Climb steps/stairs	•			
Climb ladder	•			
Driving – passenger vehicle			•	
Driving – light commercial (regular drivers licence)	•			
Driving – bus (endorsed licence)	•			
Driving – machinery/heavy commercial	•			
Sensory				
Hearing – face to face / telephone conversations				•
Hearing – working with loud machinery	•			
Visual – read printed material, signage				•
Visual – computer screen, electronic signs				•
Visual – driving			•	
Visual – watching with vigilance (e.g. SXS, Lifeguard)	•			
Emotional				
Dealing with complex customers / residents		•		
Supporting dependent persons			•	
Dealing with conflict		•		
Managing complex personal situations				•
Providing empathy				•
Work Environment				
Outdoor – exposed to elements, plant & equipment	•			
Confined spaces	•			
Working alone		•		
Working at heights (greater than 2m)	•			
Exposure to extensive dust	•			
Pollen (or other allergens)	•			
Exposure to polluted odours and/or chemicals	•			
Personal waste	•			

Office Use – Pre employment Medical Checks

	If selected - Musculoskeletal assessment recommended
	If selected - Audiology (hearing) assessment recommended
	If selected – Vision assessment recommended

Office Use – Other Checks

	If selected – Risk assessment for PDA recommended
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Our workplace values



Our people | Our service | Our approach

Organisational vision

We will foster a prosperous, healthy and sustainable community.

Our mission

We are dynamic and innovative leaders, working in partnership to enhance community wellbeing.

Our values

We are **ACCOUNTABLE** to each other
and our community

We collaborate in an adaptable and
SUPPORTIVE workplace

We **PERFORM** at our best

We are open, honest, **INCLUSIVE**
and act with integrity

We ensure every voice is heard,
valued and **RESPECTED**

We are brave, bold and aspire
to **EXCELLENCE**