

Position Description



Title

Position Title:	Youth Worker
Classification:	Band 4
Directorate:	Sustainable Communities
Department:	Community Life
Approved by:	People Experience Business Partner
Date approved:	14 August 2028

1. Position Overview

Youth Workers sit within the Hobsons Bay Youth Services (HBYS) team and contribute to building resilience in young people.

Youth Workers are active leaders in activity, program and service provision, delivered from a broad range of locations across Hobsons Bay. This involves proactively going where young people are and providing safe, meaningful and engaging programs, events and activities with them.

These support roles aim to lift the level of face-to-face participation by young people and by ensuring continuity of programming and expectations. Initiative, creativity and flair, program planning and event management skills, combined with consultation with young people, will ensure contemporary service responses to meet current and evolving needs.

The position may evolve and change over time so the incumbent will need to be adaptable to the needs of young people, our community and our organisation within the broad scope of the position.

2. Position Objectives

- Support the delivery of programs and services provided by the Youth Services team, ensuring young people can expect consistent service levels, programming schedules and approaches to how HBYS deliver programs.
- Support the development, implementation, administration and evaluation of youth activities, programs, events, initiatives, and engagement including the use of templates and forms as required, data collection and daily or programmatic reporting, and effective time management and organisation abilities.
- Work directly with young people using a strength-based, youth empowerment approach that encourages young people to co-design and lead initiatives, programs and services.
- Ensure program activities are undertaken in a safe and supportive, youth friendly environment and that risks are identified, managed and appropriately followed up.
- Respond to the needs of young people through providing information and referral as needed.

- Demonstrate best practices in youth work, including Youth Participation models, Youth Development principles, and alignment to the YACVic Code of Ethical Conduct (or others that may always supersede these) and Victorian Child Safe Standards and in all elements of work
- Other duties within the limits of the employee's skill, competence and training.
- Support may be provided to the following service areas across a variety of settings including youth spaces, outdoor settings, libraries, schools and other facilities in (and sometimes outside) of the municipality:
 - Events and activation
 - Recreation and leisure, including in schools
 - Leadership and participation activities
 - Youth groups and committees
 - Wellbeing and capacity building programs
 - Promotions and marketing
 - Mental health and support programs
 - Other service responses as they emerge

3. Organisational relationships

Internal	External
• Youth Development Officers • Youth Services Staff • Other council officers	• Contractors delivering programs or activities for young people
Reports to:	
• Team Leader Youth Development	
Supervises	
• Young People	

4. Position Characteristics

Accountability and Extent of Authority

Exercise of discretion within standard practices and processes, undertaking and implementing quality control measures.

May exercise high precision trade skills using various materials and/or specialised techniques.

Provide direction, leadership and on-the job training to supervised employees or groups of employees.

Employees with supervisory responsibilities are required to ensure that all employees under their direction are trained in safe working practices and in the safe operation of equipment and made aware of all occupational, health and safety policies and procedures.

Judgement and Decision Making

Objectives of work are well defined but a particular method or process of equipment to be used must be selected from a range of available alternatives.

For supervisors, the process may require quantification of resources needed to meet objectives.

Guidance and counsel are always available within the time available to make a choice.

Specialist Skills, Knowledge and Experience

Demonstrate an understanding of outcomes-focused, strength-based models of youth development that focuses on delivering high-quality events, programs and activities that meet the needs of young people.

Hobsons Bay City Council

(03) 9932 1000

customerservice@hobsonsbay.vic.gov.au

NRS: 133 677 (for the deaf, hearing or speech impaired)



www.hobsonsbay.vic.gov.au

facebook.com/HobsonsbayCityCouncil

twitter.com/HobsonsbayCC

115 Civic Parade, Altona
PO Box 21, Altona 3018



Demonstrate understanding and application of the *YACVic Code of Ethical Practice for youth workers*, and the *Victorian Child Safe Standards*.

Ability to contribute to / support the planning and monitoring of program plans, budgets, evaluations and reports, including data collection practices.

Strong written and verbal communication skills, with the ability to adapt communication style and tone for different audiences, including young people, parents, stakeholders, the public, community partners, internal colleagues and management, using appropriate platforms and formats.

Understanding local government and the role of youth services to provide local response to young people (desired).

Management Skills

Some positions are at the "work face" while others involve supervision of employees or groups of employees.

Should have sufficient freedom to plan their work at least a week in advance.

Where supervision is part of the job, assist other Employees in their tasks where required.

Supervisors are expected to have knowledge of personnel policies and practices applicable to work performed by supervised employees.

Interpersonal Skills

Ability to gain co-operation and assistance from members of the public and other employees in the performance of well-defined activities.

May be expected to write reports in their field of expertise.

Qualifications and Experience

Satisfactory completed the requirements of Band 3 or equivalent as well as a minimum of a post-trades certificate (e.g. special class trades) or equivalent and/or will have completed a TAFE certificate course or equivalent.

5. Key Selection Criteria

- Certificate IV or above in Youth Work, Community Services, Community Development or a related field, or lesser qualifications with relevant experience supporting young people in programs, activities or community settings.
- Some experience working with young people in a youth service, school, community, recreation, arts, sport, volunteering or related setting, ideally including group-based activities. This includes experience assisting with the set-up, delivery, pack-down and general support of youth programs, activities, events or initiatives.
- Understanding of the YACVic Code of Ethical Practice for youth workers, Victorian Child Safe Standards and appropriate professional boundaries when working with young people.
- Demonstrated understanding of strength-based youth work practice, with the ability to engage positively with a wide range of young people, build rapport and support their participation in safe, inclusive and enjoyable programs and activities across a variety of interest areas, delivery formats and group dynamics.
- Ability to work cooperatively as part of a team, follow direction from supervisors (including instructions, procedures and supervision requirements) and contribute to the smooth delivery of programs, activities, events and outreach sessions, using initiative when appropriate.
- Good verbal communication and interpersonal skills, including the ability to communicate respectfully and appropriately with young people, families, community members, colleagues and program partners.
- Ability to stay calm, professional, flexible and practical in busy program environments, raise issues or risks with the supervisor, and support basic problem-solving during activities.

Hobsons Bay City Council

(03) 9932 1000

customerservice@hobsonsbay.vic.gov.au

NRS: 133 677 (for the deaf, hearing or speech impaired)



 www.hobsonsbay.vic.gov.au

 facebook.com/HobsonsbayCityCouncil

 twitter.com/HobsonsbayCC

115 Civic Parade, Altona
PO Box 21, Altona 3018



- Flexibility in work pattern and schedule as per the nature of work, including during standard office hours (sometimes) after hours (likely) and weekend (occasional) options.

Desirable:

- Basic understanding of local youth services and the role they play in supporting young people's connection, participation and wellbeing.
- Experience or interest in promoting programs and activities to young people through appropriate spaces, networks or platforms, including social media or simple design tools such as Canva.
- Training or experience in Alcohol and Other Drugs, mental health, or related youth support areas.

6. Inherent Requirements

The occupant of the position will be required to meet the following inherent requirements:

Compliance

- Current and valid working rights for Australia
- Ability to satisfactorily pass a national police check (and where necessary an international check)
- Hold and maintain valid Working with Children's Check
- Current First Aid and CPR certification
- Current Victorian Driver's Licence (or ability to travel between required work locations in a timely fashion).

Physical

Daily work will be performed in an office environment, as such:

- Physical demands are sedentary to light requiring the ability to sit, stand, reach, bend, lift and pull using safe manual handling practices.
- You may be exposed to conditions normally encountered in an office environment.
- Ability to undertake and pass a physical assessment against the inherent physical requirements of the role.

Some work on occasion will be performed in an outdoor environment, as such:

- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You will be exposed to conditions normally encountered in an outdoor environment.

Psycho-social

- Resilience and adaptability
- Ability to manage stress effectively, maintain a positive attitude, and demonstrate emotional intelligence
- Strong self-motivation, a collaborative approach, and a commitment to upholding ethical standards and Council values.

Hobsons Bay City Council

(03) 9932 1000

customerservice@hobsonsbay.vic.gov.au

NRS: 133 677 (for the deaf, hearing or speech impaired)



 www.hobsonsbay.vic.gov.au

 facebook.com/HobsonsBayCityCouncil

 twitter.com/HobsonsBayCC

115 Civic Parade, Altona
PO Box 21, Altona 3018

