

# SOUTH BURNETT CTC INC POSITION DESCRIPTION

<b>PROGRAM OFFICER SAFER COMMUNITIES</b>
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<b>Position Type</b>	Full Time (38 hours per week) – flexibility and accountability in how these hours are worked to meet the needs of clients – the spread of hours per weekday can range between 6.00am and 8.00pm
<b>Program</b>	Youth Services
<b>Location</b>	Youth Park, Kingaroy
<b>Reports To</b>	Youth Services Team Leader
<b>Headquarters</b>	South Burnett CTC Inc, 6 Cornish Street/PO Box 490, Kingaroy 4610
<b>Award Conditions</b>	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS) QCSCA Transitional Pay Equity Order (TPEO) Level 4 (\$37.54 per hour) + salary packaging

<b>Position Summary</b>
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The Safer Communities project is titled “The best thing that happened today - changing the internal story” and runs for two years.

The project has an overall aim to reduce the level of youth disengagement, crime and anti- social behaviour in the South Burnett. This project will employ a dedicated Program Officer and a Youth Worker (who will be a young person themselves) to organise, promote and engage community partners and commercial providers to deliver targeted courses, engagement activities and outreach services to at risk young people aged between 12 and 24 years of age. The project scope includes activities that engage young people living in regional centres, rural towns and villages that feel isolated and disengaged from the wider South Burnett Community and encourage engagement in a positive process to promote early intervention to anti-social behaviour.

The application specifies the following clusters of activities:

- Artist Workshop: Reduction of vandalism of public spaces. Increase in youth ownership of key public spaces through dedicated graffiti walls and skate parks. Total number of expected participants: 120
- Cyber Safety: An increase in awareness of personal safety while being online, increase in resilience and life skills. Total number of expected participants: Unlimited
- Tenancy Skills: Increase in tenancy rates, positive feedback from property managers and increase in life skills to manage a home. Total number of expected participants: 64
- Financial Literacy: Increase financial literacy, build skills to manage finances and provide confidence to enter the labour market. Total number of expected participants: 64
- Learner Driver Program: Support young people to obtain their provisional driver licence, increase employability, attraction, and retention into the workforce. Total number of expected participants: 100
- Safe Talk for Teens: Helping young people help themselves. Safe Talk will teach young people to have the right conversations with friends talking about suicide. Total number of expected participants: 40
- Cooking Classes: Supporting young people to learn to cook meals to a budget, understand nutrition and to take these into their home. Total number of expected participants: 192
- Be a Farmer for a Day: Support young people to investigate work opportunities on local farms, building connections between young people and local employers. Total number of expected participants: 48
- Small Town Skills Day: Increase in connectedness for isolated young people. Building natural support networks between young people and local groups, organisations, etc. Understanding the role of volunteering to develop life skills. Total number of expected participants: 400
- Come and Try Days: Increased participation in sport or community groups to increase physical and mental wellbeing. Building natural support networks and increased connection between young people and local clubs, teams, etc. Project example: kayaking, mobile gymnastics, roller blading, netball or cricket. Total number of expected participants: 160

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### Attributes required to meet the responsibilities of the position

#### *Qualifications/Industry Experience/Licences*

- Qualifications in Community Development/Youth Development or similar OR significant local experience in a related field
- Excellent, established connections to the local community including community groups, sporting clubs, special interest groups, services etc
- Excellent, established connections and ability to liaise with the South Burnett community including farmers, businesses artists, young people etc
- A positive and solution focussed approach to work whilst working in a fast paced and ever changing environment
- A task orientated person with good planning and prioritisation skills
- Able to lead a small team including a Youth Worker employed by the program and various community and organisation volunteers towards developing and delivering activities and outcomes
- Excellent written and oral communication skills
- A high level of computer skills (Excel, Word, PowerPoint)
- An understanding of the Human Services Quality Framework (HSQF)
- First Aid and CPR Certificates or ability to acquire

#### *Screening*

- Working with Children Blue Card
- Open class drivers licence
- COVID-19 vaccination
- Ability to meet and maintain any other current or future legislative benchmark requirements

#### *Cultural Awareness*

- Ability to respond in a culturally sensitive way to all stakeholders of the service

### Responsibilities of the Position

A broad outline of the responsibilities position includes:

Delivering the Safer Communities program as per the grant submission including

- Plan a delivery strategy in line with the submission to meet all deliverables as specified
- Network with all identified possible stakeholders to create community ownership and a joint delivery strategy around each group of activities
- Develop an action plan for each group of activities
- Publicise and advertise all activities through a variety of means – newsletters, media, social media, individual contact. Coordinate with community services to improve promotion to young people
- Deliver the activity in line with the developed action plan
- Collect data and feedback around each activity
- Review each activity through an action research process
- Provide a summary of each activity, data and feedback through the SRS database
- Manage and report on activity costs and maintain a running record through the SRS database
- Draft reporting as required and submit to Team Leader one week prior to due date
- Provide supervision, support and mentoring to the Youth Worker linked to the program

#### *Other Duties*

The duties of the Program Officer are diverse and may change from time to time in line with the needs of the service.

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### Responsibilities as a CTC Staff Member

- Have knowledge and understanding of the organisation’s mission and vision and contribute to the success of the organisation in its entirety
- Be an effective member of the Youth & Family Services Team as well as all other CTC Teams
- Work independently and as part of a team in compliance with direction from management
- Attend and actively participate in all team and other relevant meetings and training
- Assist other staff in their duties
- Assist in maintaining a clean, hygienic and tidy work environment at all times
- Ensure all CTC resources and assets are used only as appropriate, accounted for and maintained in a safe, clean, hygienic and useable condition at all times
- Flexibility in regard to working hours and locations and preparedness to undertake complementary duties as required
- Adhere to all policies and procedures of CTC and relevant Government Contracts/MOAs/ Legislation/ Acts/Guidelines and other documents/standards including the:
  - Human Services Quality Standards
  - NDIS Practice Standards
  - Qld Human Rights Act
  - CTC Staff Code of Conduct
  - NDIS Code of Conduct Code
  - CTC Code of Conduct for Working with Children and Young People

### Performance Support and Reviews

- Regular support and supervision with the Youth Team Leader
- External supervision as required
- Performance will be reviewed within an initial 6 month probation period and then on an annual basis according to the details of this and any revised position descriptions.

### Confirmation of Understanding and Agreement with the Position Description

I understand:

- the requirements of the position and agree to the terms and conditions as set out above
- that more detailed responsibilities and duties will be discussed in line with the requirements of the organisation and broadly consistent with the role

STAFF MEMBER NAME: \_\_\_\_\_

STAFF MEMBER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_ / \_\_\_ / \_\_\_