



## POSITION DESCRIPTION –

<b>Position Title</b>	Casual Youth Services Officer	<b>Classification</b>	Band 4
<b>Group</b>	Youth Services	<b>Business Unit</b>	Community and Family Services
<b>Direct Reports</b>	Not applicable	<b>Date</b>	May 2026
<b>Reports to</b>	Coordinator Youth Services		

### ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in supporting the community by delivering a wide range of services that enhance the wellbeing of residents now and into the future.

To support the delivery of these services, Council is focused on building a skilled and professional workforce with the capability to respond to current priorities and future challenges. Employees are expected to contribute to high-quality service delivery, demonstrate sound professional judgement, and work collaboratively to achieve positive outcomes for the community.

Council is committed to providing a safe, inclusive and supportive working environment that enables employees to perform at their best while contributing to the achievement of Council’s strategic objectives.

### POSITION OBJECTIVES

As a Casual Youth Services Officer you will co-facilitate a range of engaging recreational and life skills programs, committees and/or events.

Casual Youth Services Officers engage and support young people who access My Place Youth Centre and keep resources are up to date.

### KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Build and maintain strong relationships with community agencies and stakeholders.
- Support delivery of youth programs based on young peoples identified needs.
- Maintain knowledge of local services, supports, and community infrastructure.
- Promote inclusive participation for young people from diverse backgrounds.
- Assist in planning and delivering Shire-wide programs and activities.
- Ensure the safety and wellbeing of young people in all programs.
- Collect and support reporting of program data and statistics.
- Provide information and referrals to connect young people with appropriate services.
- Represent Council positively and collaborate with Youth Services staff.
- Follow risk management practices to ensure safety and protect Council assets.

## **POLICY AND PROCEDURE COMPLIANCE**

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

## **OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES**

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

- Freedom to act set by clear objectives with frequent consultation with supervisor and a regular reporting to ensure adherence to plans.
- Decisions and actions taken are subject to review by the supervisor.
- Act in accordance with position objectives, with regular reporting to ensure adherence to position goals and objectives.
- Make operational decisions within the scope of work allocated.
- Accountability for the quality, accuracy and effectiveness of work produced.
- Freedom to act in accordance with legislative requirements and organisational policies and processes.

## **JUDGMENT AND DECISION MAKING**

- Objectives of the work usually well defined, but method, technology, process or equipment must be selected from a range of available alternatives.
- Guidance and advice is usually available within a time to make a decision.
- May involve problem solving using guidelines, professional/technical knowledge or experience.

## **SPECIALIST KNOWLEDGE AND SKILLS**

- Ability to develop and maintain effective relationships with a diverse range of stakeholders to achieve desired outcomes.
- Ability to research and analyse information and prepare reports for consideration.
- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- An understanding of the long-term goals of the wider organisation and of its values and aspirations and a understanding legal and political context in which it operates.
- Possess a knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.

## **INTERPERSONAL SKILLS**

- Possess excellent communication and interpersonal skills with the ability to clearly articulate and present information as required.
- Ability to work independently yet be an effective member of a multidisciplinary team.
- Ability to gain the cooperation, assistance and trust of other employees with the organisation.
- Provide high-quality support and guidance with a demonstrated ability to work collaboratively.
- Proven ability to build and maintain productive and respectful relationships.
- Proven ability to maintain high levels of confidentiality.

- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to employees.

### **MANAGEMENT SKILLS**

- Ability to ensure accuracy of written and verbal communication in a busy environment.
- Ability to operate in an environment with demanding workloads and time constraints.
- Develop and implement processes and provide support to the organisation when change is required.
- Ability to manage own time, set priorities and achieve targets within allocated budgets and resourcing, and where appropriate, that of other employees.
- Contribute to a collaborative and innovative values-based culture.
- Foster innovation and make suggestions to improve work practises and processes.

### **QUALIFICATIONS AND EXPERIENCE**

- Tertiary qualifications (degree or diploma) in related field, industry qualification and/or equivalent experience in a comparable environment.
- Communication and interpersonal skills with the ability to clearly articulate and present information as required.
- A current Victorian Drivers Licence

### **KEY SELECTION CRITERIA**

- Tertiary qualification in community services, youth work, social work, psychology, welfare, sociology or relevant discipline
- Ability to engage and support a diverse cohort of young people
- Knowledge of key principles and practice to keep young people safe from harm
- Knowledge of when and where to refer young people to if they have complex support needs (eg; drug and alcohol, mental health)
- Ability to form effective working relationships with various stakeholders
- Ability to embrace and behave in accordance with the Cardinia's Corporate Values.

### **CONDITIONS OF EMPLOYMENT**

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

**Tenure** This is a casual position.

**Pre-employment checks** All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.