



Queensland Youth Services (QYS) is the body which is the funding recipient and the management organisation for the YSC positions in Townsville, Burdekin, Charters Towers and Ingham.

The Vision of Queensland Youth Services is:

- To work with and for young people to access existing services, options and opportunities, and to promote holistic well being
- To act as a catalyst to recognise and challenge structural inequalities with the aim of social change and the empowerment of young people, and
- To develop with young people a sense of self-respect, dignity, belonging, purpose and value in themselves and the community.

<b><u>POSITION TITLE:</u></b>	<b>Youth Support Coordinator – Ingham</b>
<b><u>EMPLOYMENT STATUS:</u></b>	Full Time Position <i>All positions with QYS are subject to availability of funding</i>
<b><u>SALARY:</u></b>	Social, Community, Home Care and Disability Services Industry Award - Level 5 <i>Above Award payments apply</i> <i>Salary Sacrifice package available</i>
<b><u>POSITION SUPERVISOR:</u></b>	Team Leader, Youth Support Coordinator Initiative
<b><u>FUNDING SOURCE:</u></b>	Department of Communities, QLD
<b><u>CLOSING DATE:</u></b>	Monday, <b>6<sup>th</sup> September 2010.</b>  Applications <b>must be received by 3:00pm</b>
<b><u>FURTHER INFORMATION:</u></b>	Jacek Zuchowski - Manager Queensland Youth Services Ph: 4771-3648 Email: <a href="mailto:manager@qldyouthservices.org.au">manager@qldyouthservices.org.au</a>

# POSITION DESCRIPTION

---

## ***POSITION OBJECTIVES***

1. Work within identified schools to provide information, support and referral for young people at risk of prematurely disengaging from learning, and their families;
2. Resource identified schools to identify young people at risk and to provide positive responses to and support for these young people;
3. Work towards improving links between schools and the wider community.

## ***DUTY STATEMENT***

- Provision of information, referral, advocacy and support to young people at risk of prematurely disengaging from learning, and their families
- To maintain regular, effective consultation with young people, families and the youth sector
- To undertake and coordinate the collection, collation and dissemination of information in regard to government and non-government support services for young people and their families
- To develop protocols to improve access by young people and their families to schools, youth services, family support services and special needs services
- To work in conjunction with schools, community organisations and other key stakeholders to develop strategies to link young people and their families to appropriate and accessible services, including flexible learning pathways
- To identify gaps in service provision and resources and engage the support of government and the community in addressing these needs
- To ensure that the project operates under social justice principles and that the needs of young people from linguistically and culturally diverse backgrounds, Aboriginal and Islander young people, young people in low socio-economic circumstances and young people with disabilities are acknowledged and addressed
- To participate in and utilise existing networks which address the needs of young people and their families
- To identify gaps in the existing networks and facilitate the development of new processes where appropriate
- To monitor and review the development of the program and evaluate it's effectiveness

## ***DUTY STATEMENT (cont'd)***

- To participate in the State wide Youth Support Coordinator Network via teleconference and face to face meetings in order to raise the profile of the program and participate in the ongoing development of the Youth Support Coordinator Program. This will also occur in conjunction with the local Hub Facilitator.
- To fulfil funding body requirements including data collection and the completion of annual performance reports

### **Reporting- Organisational Relationships**

Reports to: Team Leader, Youth Support Coordinator Initiative.

Liaises with: Management, Queensland Youth Services

## **KEY SKILL REQUIREMENTS / COMPETENCIES**

---

### **ESSENTIAL**

#### **Qualifications:**

- Possession of a tertiary qualification at Degree or Associate Diploma level in the welfare, community development, youth work or social work field and/ or a minimum of two years relevant work experience working directly with young people, including young people at risk

#### **Knowledge:**

- High level of knowledge and awareness of social justice and human rights principles, and a sound, demonstrated understanding of issues affecting young people, particularly young people at risk

#### **Skills:**

- Demonstrated ability to plan, develop, implement and evaluate projects/ programs targeting young people and other relevant stakeholders within a community development framework
- High degree of competency in oral and written communication skills, including the ability to interact and consult with, and disseminate information to individual and groups of diverse backgrounds in a manner which is sensitive to cultural differences
- Demonstrated skills in negotiation, including problem solving, conflict resolution, family mediation and short term crisis counselling
- Proven ability to work independently within program and organisational guidelines, prioritise work tasks and manage varied program responsibilities within given timeframes
- Demonstrated experience in liaising and working collaboratively and effectively with government departments, local committees, community agencies and service providers

#### **Aptitude:**

- Proven capacity to work with minimal supervision, to work, at times, under pressure and to cope with stressful situations
- Demonstrated ability to work in a professional, and ethical manner, particularly with regard to accountabilities, client confidentiality and duty of care issues
- Proven capacity to work cooperatively and proactively as an integral part of a team

## **KEY SKILL REQUIREMENTS / COMPETENCIES cont'd...**

---

### **MANDATORY**

- Possession of a *Suitability Card for Child Related Employment* or the ability to obtain this from the Commission for Children and Young People
- Persons seeking employment with QYS are required to disclose their criminal history. The successful applicant will be required to undertake a criminal history check.
- Current Queensland Manual 'C' Class Driver's License
- Tertiary Qualifications and/or Relevant Experience in Youth Work

### **DESIRABLE**

#### **Knowledge:**

- Knowledge of local service providers and support and referral networks within the community and youth sector
- Knowledge of the Queensland education system and learning pathways and familiarity with the secondary school and TAFE environment

#### **Personal Attributes:**

- A mature approach and outlook
- Versatility, flexibility and self motivation

## POSITION DESCRIPTION & KEY SKILL REQUIREMENTS / COMPETENCIES INFORMATION FOR APPLICANTS

---

### The Position Description:

The position description you have received should be read carefully as it describes the nature of the position and the qualities required of the person to perform the job. In particular, it provides information regarding:-

- **Conditions of Employment**
- **Position Objectives** or key elements of the job
- **Duties and Responsibilities** with regard to the position
- **Key skill requirements/competencies** which identify the qualities required for the position in terms of knowledge, experience, skills, abilities and qualifications. These criteria are sometimes listed in order of priority.

### Key skill requirements/competencies:

The wording of the Key skill requirements/competencies will indicate the required level of knowledge, skills and abilities needed for the position. For example:-

- 'demonstrated' or 'proven' ability means that you should have successfully performed the activity or used the skill in the past - actual experience rather than just potential is required;
- 'ability/knowledge' or 'general ability/knowledge' implies that you have the potential to acquire the skill or knowledge - if you have not had direct experience with these aspects of work, you could demonstrate your ability by comparing it to similar or equivalent responsibilities, tasks, etc. or relevant studies that you have undertaken;
- 'thorough', 'sound' or 'high level' gives an indication that advanced skill or knowledge is required.

## **How to Apply**

**Please provide a short response (maximum 2 pages)** on how your professional qualifications, experience, abilities and knowledge would enable you to achieve the Position Objectives and to meet the key skill requirements.

A total application might include the following:

- An **Application Letter** to form a coversheet.
- A **Curriculum Vitae** outlining a brief summary of your career outlining positions held and major responsibilities.
- **Short Response** which concisely but fully describes how you consider yourself suitable against the **Key Skill Requirements/Competencies**. Wherever possible, cite evidence of your merit; don't simply give examples which demonstrate how you have met them.
- The **Names, Positions and Telephone Contact Numbers** for two **Referees** (written personal references are not required as part of your application).

Your application should be concise and succinct with relevant information.

## **Closing Date**

Applications for advertised vacancies close at **3.00pm** on the closing date for the vacancy. Applications must be RECEIVED by this time.

All applications should be marked 'Private and Confidential' and forwarded to:

**Manager  
Qld Youth Services Inc.  
PO Box 573  
Townsville Qld 4810**

or emailed to Jacek Zuchowski: [manager@qldyouthservices.org.au](mailto:manager@qldyouthservices.org.au)