



Youth Programs Officer – Banksia Hill

Position Number: 6584 Level: 3

ANZSCO: 249111

JOB DESCRIPTION FORM

THE ROLE

As part of the Strategic Volunteer and Youth Programs Branch, the Youth Programs Officer supports the Youth Programs Coordinator by delivering and coordinating a Youth in Emergency Services (YES) program at Banksia Hill Detention Centre.

This role works in conjunction with the Department of Justice.

REPORTING RELATIONSHIPS

ORG STRUCTURE: CORPORATE SERVICES
HUMAN RESOURCES
STRATEGIC VOLUNTEER AND YOUTH PROGRAMS

THIS ROLE REPORTS TO

Youth Programs Coordinator Level: 5

POSITIONS THAT REPORT TO THIS ROLE

Nil

ABOUT US

As Western Australia’s leading hazard management agency, the Department of Fire and Emergency Services performs a critical role coordinating emergency services for a range of natural disasters and emergency incidents threatening life and property.

Our volunteers are the biggest workforce of our organisation and play an important role in keeping our community safe. DFES recognises the critical role our volunteers play and the positive impact they make to the community. Supported by this extensive network of volunteers and career workers, DFES works together with the community and government to prevent, prepare for, respond to and recover from a diverse range of emergencies.

SPECIFIC RESPONSIBILITIES

DFES is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for its employees, customers and volunteers. All duties are to be performed in a manner and behaviour consistent with EEO legislation and Occupational Safety and Health legislation along with the Department's Code of Conduct and Policies/Procedures and other relevant legislation.

Program Delivery

- Assists the Youth Programs Coordinator with the planning, development, coordination and evaluation of the Banksia Hill "Youth in Emergency Services" (YES) Program.
- Delivers select program components to young people in a custodial facility.
- Establishes and maintains positive relationships with team members and internal and key external stakeholders.
- Coordinates stakeholders involved in program delivery, including volunteers, DFES staff and activity suppliers to ensure seamless delivery of the program.
- Updates and maintains databases and records.
- Participates and assists in the evaluation of programs in conjunction with the Youth Programs Coordinator.
- Assists with developing networks with a through-care component with DFES youth programs.
- Works with Banksia Hill staff to ensure the safe and effective delivery of the program.

Occupational Health and Safety & Risk Management

- Report all health and safety hazards, near misses and injuries.
- Actively participate in managing and resolving health and safety issues, and promoting a safe place of work.
- Actively participate in managing your personal psychological wellbeing.

Other

- Establish an understanding of the impact of the role on volunteers and the work they undertake.
- Undertakes other duties as required.

SELECTION CRITERIA

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

PRE-REQUISITE CRITERIA

1. Police Clearance.
2. National Criminal History Record Check (NCHRC)
3. Working with Children's Check

ESSENTIAL CRITERIA

1. Highly developed organisational skills with an ability to manage changes to program plans and Centre-based locations at short notice.
2. Ability to effectively engage with multiple stakeholders, including volunteers, to illicit their support to provide program resources.
3. Highly developed communication and interpersonal skills, including the ability to effectively engage young people.
4. Demonstrated experience in effectively delivering training programs, or substantial experience in a similar area.
5. Ability to adjust communication styles and methods to suit the culture and developmental needs of young people.

DESIRABLE CRITERIA

- 1. Experience and/or interest in working with young people who may present with complex and challenging issues.
- 2. Certificate IV in Training & Assessment, or equivalent.
- 3. Awareness of emergency services.

POSITION INFORMATION

LOCATION: DFES Emergency Services Complex, Cockburn
Banksia Hill Detention Centre, Canning Vale

SPECIAL CONDITIONS:

- 1. The Department is an emergency services organisation and employees in this position may be required to work regular weekends and evenings out of normal business hours.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of this position.

Authorised and signed by:

EXECUTIVE DIRECTOR, CORPORATE SERVICES

Name:

R. BURNEU

Signature:

[Signature]

Date:

20th November 2018

MANAGER WORKFORCE SERVICES

Name:

C. DALVA S

Signature:

[Signature]

Date:

26 / 11 / 2018

JDF REGISTRATION – RECRUITMENT USE ONLY

This Job Description Form (JDF) was registered by:

HR Consultant Name:

Kate Williams-Cooper

HR Consultant Position:

HR Consultant

HR Consultant Signature:

[Signature]

Date:

28/11/18