

YMCA POSITION DESCRIPTION – YOUTH PROGRAM ASSISTANT

Position Title	Youth Program Assistant		
Group	YMCA Social Impact		
Position Status	Volunteer (unpaid)	Child Facing Role	Blue Card Required
		?	?
Safeguarding Classification	Child Facing Position (CF)		
Employment Screening	National Police Check; and Working with Children Check (Blue Card)		
Reports to	Head of Campus or other person who may, from time to time, be nominated		
Supervises	N/A		

Industry Sector

As the Social Impact arm of the YMCA, Y-Care, trades as YMCA Social Impact and exists to serve people in our community who are disadvantaged. Social Impact's programs each operate in different areas but share the common theme of assisting people overcome the challenges they face in body, mind and spirit. Services and programs managed by Social Impact fall under the following 5 focus areas: Youth and Education, Healthy Futures, Community Housing, Disability and Social Enterprise. The YMCA Vocational School operates under the Youth and Education focus area.

Program Description

The YMCA Vocational School believes in giving young people who have disengaged from mainstream education a real opportunity so that they are able to shape, direct and own their futures. This is achieved by providing academic, vocation, social and emotional support to the young person so that he or she is able to identify and build upon their strengths; develop skills and strategies to effectively overcome adversity; and develop the attitude and aptitude to obtain and sustain employment.

The YMCA Vocational School consists of Clem Jones Senior and Junior Campuses both located in Kingston; Moreton Bay Campus located in North Lakes; Ipswich Campus located in Bundamba; and Acacia Ridge Campus located in Acacia Ridge.

Highly qualified, experienced and passionate staff support students. The YMCA Vocational School uses a custom academic, vocational, social and emotional teaching approach that is consistent with students' aptitude and attitude.

Position Summary

Youth Program Assistants are typically assigned to one of the following roles:

1. Classroom support (numeracy and literacy) and youth work related roles;
2. Facilitating co-curricular activities such as hospitality, art enrichment, drama, sport and recreation, and Traction;
3. Vocational Education Training (VET) support in areas such as Hospitality, Hairdressing, Retail, Sport and Recreation, Engineering, and Automotive;
4. One-on-one and small group reading support focused on building foundation level literacy skills;
5. Case management and community agency engagement.

Please note that role assignment is based on the experience level of Youth Program Assistants, day preference and the current needs of the YMCA Vocational School.

Current opportunities are available at the following locations:

1. YMCA Acacia Ridge Campus located in Acacia Ridge, Monday to Friday during school hours
2. YMCA Clem Jones Senior Campus located in Kingston, Monday to Friday during school hours
3. YMCA Clem Jones Junior Campus located in Kingston, Monday to Friday during school hours
4. YMCA Ipswich Campus located in Bundamba, Monday to Friday during school hours
5. YMCA Moreton Bay Campus located in North Lakes, Monday to Friday during school hours



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Duties and Responsibilities

1. Youth Development

Youth Program Assistants will provide the necessary support and guidance to young people to increase positive behaviour and attitude towards education and work. Volunteers will contribute to furthering the development of young peoples' academic, vocational, emotional and social capabilities.

- 1.1 Provide emotional and social support to at risk young people, aged 13-18 years old, by developing a relationship based on trust, respect and authenticity;
- 1.2 Guide young people on school work and vocational training by encouraging active participation;
- 1.3 Teach young people about internal and external strengths and creating opportunities to promote these;
- 1.4 Role-model positive behaviours and encouraging YMCA values;
- 1.5 Assertively reinforce professional boundaries between volunteers and young people;
- 1.6 Provide reasonable and immediate support, through micro counselling skills, to a young person who discloses sensitive information and liaising with staff to ensure additional support is provided when required; and
- 1.7 Support the behavioural management of students alongside school staff.

2. Program Facilitator

With support from the school staff, Youth Program Assistants will facilitate co-curricular programs and activities that teach young people social skills and further develop emotional capabilities.

- 2.1 Co-lead programs for young people including but not limited to: school breakfast, art enrichment, music, sports and recreation, drama, and Traction;
- 2.2 Ensure activities engage various learning styles of students such as auditory and visual;
- 2.3 Encourage a team environment by promoting inclusion and engagement of all members;
- 2.4 Providing direction and support to other volunteers and staff; and
- 2.5 Form intentional relationships with young people so that their strengths, passions, interests, and unmet needs can be supported appropriately through the operation of the school.

3. Risk Management and Other

Youth Program Assistants must comply with YMCA risk management and other reasonable tasks as they arise.

- 3.1 Uphold and promote the policies and mission of the YMCA of Brisbane including compliance with the YMCA's Safeguarding Children and Young People Policy;
- 3.2 Report all child safety concerns to the Program Coordinator;
- 3.3 Maintain confidentiality of all YMCA information, records and files, and personal information of program participants;
- 3.4 Assist with food preparation (in line with Australian Health and Safety Standards) as required;
- 3.5 Participate in training and extra-curricular activities reasonably expected in line with the position including training and professional development; and
- 3.6 Maintain high self-awareness of own emotional experience and if necessary, take reasonable steps to address challenges and seek support from the Program Coordinator.

Safeguarding Children

1. SAFEGUARDING CHILDREN REQUIREMENTS

The status for your position as either child-facing or non-child-facing is outlined on page one of your position description. The YMCA has requirements for both child-facing and non-child-facing roles which are indicated below.

Child-Facing Roles

- 1.1 Declare anything you become aware of through the course of your engagement with the YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people;
- 1.2 Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect;
- 1.3 Adhere to all policies and procedures relating to safeguarding children and young people and the Safeguarding code of conduct;
- 1.4 Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws;
- 1.5 Complete a Working with Children Check (Blue Card) prior to commencement and maintain currency throughout employment;
- 1.6 Complete a National and/or International Police Check prior to employment and at the discretion of the YMCA;



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1.7 Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures;

1.8 Participate in safeguarding children and young people training as directed;

Non-Child-Facing Roles

1.9 Participate in safeguarding children and young people training as directed;

1.10 Use standardised methods for receiving and responding to feedback and complaints from children, young people and their families;

1.11 Any new program initiatives are to include consultation with children and young people, using standardised practices and resources;

1.12 Maintain a working knowledge of policies and procedures relating to safeguarding children and young people;

1.13 Attend any other training legally mandated by your role in relation to safeguarding children and young people;

1.14 Actively promote cultural safety for children and young people from CALD, ATSI, LGBTQIA+ communities and those with disabilities.

General

2. GENERAL REQUIREMENTS

2.1 Support the management of a workplace that supports diversity including gender, cultural and generational diversity; provide equal employment opportunity and foster a respectful, inclusive workplace;

2.2 Comply with all Policies and procedures

2.3 Maintain confidentiality of all YMCA information, records and files;

2.4 Complete the YMCA Induction and other required training as required by organisational policy and procedures;

2.5 Uphold, promote and comply with the policies, mission and values of the YMCA;

2.6 Any other duties as determined by the Chief Executive Officer as required.

Health and Safety

3. WHS RESPONSIBILITIES FOR ALL EMPLOYEES / VOLUNTEERS

3.1 Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation;

3.2 Be familiar with the YMCA WHS Policy and other health and safety policies, procedures and requirements;

3.3 Accept responsibility and accountability for compliance and cooperation with all WHS policies, procedures and practices established by the YMCA;

3.4 Report all hazards, near-misses, incidents and injuries in accordance with organisation policy and procedures;

3.5 Wear appropriate clothing, footwear and protective equipment for the work performed and work environment;

3.6 Properly use equipment, including any relevant safety equipment or devices;

3.7 Participate in discussions and consultation on the management and resolution of WHS risks;

3.8 Accurately complete all required WHS documentation relevant to position and work activities being undertaken

3.9 Continually monitor the workplace for hazards so as to minimize the risk to both customers and staff;

3.10 Make suggestions for improvements to health and safety practices within the workplace;

3.11 Take reasonable care for your own health and safety and that acts or omissions do not adversely affect the health and safety of others;

3.12 Comply with any reasonable instruction that is given by the YMCA for ensuring health and safety.

Key Physical Requirements

1. Walking / standing – Frequent to Constant
2. Sitting – Constant
3. Squatting/ bending/kneeling – Occasional
4. Working outdoors – Occasional
5. Fine motor skills (keying, typing) – Frequent to Constant
6. Gross motor skills (setting up, packing up) – Occasional
7. Lifting/carrying up to 10kg – Occasional

(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)



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Position Requirements / Selection Criteria

1. Attainment or current study towards a Bachelor degree or Diploma in psychology, social work, education, justice/criminology, youth work, community or human service;
2. A willingness to support young people with challenging behaviours;
3. Experience or willingness to facilitate and lead group activities (depending on role);
4. Possession, or be willing to obtain, of a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000.
5. Possession, or be willing to obtain, of an accredited Australian National Police Check.
6. Ability to work within the mission and values of the YMCA, and a passion for giving disadvantaged young people a real opportunity to be the best person they can be;
7. Excellent interpersonal skills to support young people who present with challenging behaviours, and emotional and social deficits;
8. An understanding of adolescent development and the impact of mental health and other risk factors in a young person's life;
9. Creativity, flexibility, and initiative;
10. Ability to manage interpersonal conflict appropriately;
11. An awareness of child safety policies and risk mitigation methods;
12. Appropriate knowledge of self-care strategies;
13. Strong professional practice and ethics.

Benefits to the Successful Applicants

The successful applicant will learn useful transferable knowledge and skills related to outcomes measurement, numeracy and literacy support, managing challenging behaviour, participatory community development and service provision.

The YMCA Vocational School provides volunteers with valuable experience supporting highly at risk young people. The program coordinators and supporting staff will provide ongoing supervision and professional development to support Youth Program Assistants.

This is an exciting professional opportunity to volunteer for an internationally renowned charity in a specialised role. Importantly, volunteers gain real experience positively changing the lives of young people.

Approval

Date Position Description Revised:	February 2020
Position Description approved by:	Chief Executive Officer
Date of Approval:	17.02.20

