

# YMCA POSITION DESCRIPTION – YOUTH WORKER – VOCATIONAL EDUCATION AND TRAINING (VET)

Position Title	Youth Worker – Vocational Education and Training (VET)		
Group	YMCA Social Impact (Y-Care South East QLD Inc.)		
Modern Award / Agreement	YMCA Vocational Schools Enterprise Agreement 2017		
Classification Level	Band 1, Step 1 / Band 2, Step 1 – Band 2, Step 3		
Position Status	Permanent/ Fixed-term/ Casual	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 appointed		
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.

## Position Summary

YMCA Vocational School believes in giving young people that have disengaged or are at risk of disengaging from mainstream schooling a real opportunity so that they are able to shape, direct and own their futures. This is achieved by providing academic, vocational, social and emotional support to the young person to empower them and foster their emotional, physical and mental development.

The School has four senior secondary campuses located in Kingston, Ipswich, North Lakes and Acacia Ridge. The YMCA Trade Skills Centre (TSC) is a vocational training learning environment that provides high quality accredited training characterized by real world, hands-on experiences to YMCA Vocational School students by third party Registered Training Organizations.

The role of Youth Worker is focused on providing support services to vulnerable young people and strengthening their relationships with their families and support networks. This will be achieved by working with young people and service providers to develop approaches and strategies that engage and meet the needs of young people. The major tasks associated with the role of Youth Worker - VET include:

Plan and facilitate employability programs to students, and support the operation and delivery of vocational education and training;

1. Assist in delivering associated programs, services and events offered to young people through the operation of the campus;
2. Supporting teachers in their delivering of academic and wellbeing programs to students;
3. 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;
4. Support students in line with school policies and practice.



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## Duties and Responsibilities

### 1. VOCATIONAL PROGRAMS AND CAREER DEVELOPMENT

- 1.1 Support trainers in providing vocational training to students as required, to ensure these adequately meet needs of students;
- 1.2 Provide accurate labour market information and assist students to interpret information that informs career development;
- 1.3 Build external partnerships with prospective employers;
- 1.4 Assist students to enter work placements which are aligned with the students' capabilities, interests and attitudes, whilst ensuring this pathway is appropriate;
- 1.5 Ensure resource material utilised for career development education is current and accurate;
- 1.6 Plan and provide programming as appropriate that facilitates students' acquisition of employability skills and their career development; or facilitate programs provided by the school for this purpose;
- 1.7 Ensure resource material and methodologies utilised in program delivery is consistent with Social Impact wellbeing frameworks;
- 1.8 Monitor and collect VET Data for reporting.

### 2. STUDENT SUPPORT ACADEMIC AND WELLBEING PROGRAMS

- 2.1 Assist teachers in the delivery of academic programs by assisting students performing tasks / work required by the teacher as appropriate;
- 2.2 Support and champion School Wellbeing Programs that provide the framework for school operations;
- 2.3 Assist in the delivery of wellbeing and enrichment programs as appropriate;
- 2.4 Support the behavioural management of students in the classroom, vocational training courses, prior to School and during breaks;
- 2.5 Assist in the preparation and distribution of the School breakfast program as required;
- 2.6 As requested by teaching staffing, participate in parent / teacher meetings to share updates on student progress;
- 2.7 As required, liaise with other staff, parents and students concerning the vocational, educational, employability, social and emotional status of a student;
- 2.8 Contribute to the preparation of student academic and wellbeing reports which are prepared by teaching staff prior to the conclusion of each school semester;
- 2.9 Contribute to the maintenance of student records, the collection of samples of work as per the School's policies and procedures.

### 3. DELIVERY OF YOUTH SERVICES

- 3.1 Advocate on behalf and for young people in a manner that respects and promotes their rights, and supports young people's voices to be heard;
- 3.2 Form intentional relationships with young people to assist them build assets and strengths, and to navigate their best possible pathway in life;
- 3.3 Utilise a strengths-based approach to provide holistic, youth-centred support that moves young people toward creating opportunities in their lives and achieving their potential;
- 3.4 Provide culturally aware and appropriate services in a manner that respects individual dignity and promotes equity;
- 3.5 Assist students in developing effective strategies to overcome barriers to participation; facilitate referrals as appropriate with the young person to enable this process;
- 3.6 Assist in the planning and delivery of community outreach and holiday programs as appropriate.

### 4. PROFESSIONAL DEVELOPMENT AND SUPPORT

- 4.1 Participate in prescribed programs including Professional Development and Review, to develop your practice as a Youth Worker and expertise in VET, employability and career development;
- 4.2 Seek and participate in continuing professional development as appropriate, in order to remain up-to-date with innovations and trends in vocational training, career development and the labour market;
- 4.3 Use appropriate theory and reliable sources to inform program development and content updates;
- 4.4 Work in a way that is consistent with the Professional Standards of the Australian Career Development Practitioners as well as the Australian Community Workers Association Code of Ethics.



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## 5. IMPACT AND INNOVATION

- 5.1 Collaborate constructively and positively with all School and Social Impact staff, across all sites;
- 5.2 Actively facilitate processes to gather information and evaluate the impact of programs and activities through prescribed methods;
- 5.3 Construct programs and support initiatives in a way that proactively considers how impact will be measured, seeking advice from other relevant team members as appropriate;
- 5.4 Attend and participate in all staff meeting, development and training as appropriate;
- 5.5 Contribute constructively to a positive team culture that actively embraces the YMCA mission and values and promote innovation through commitment to quality improvement.

## 6. CUSTOMER SERVICE

- 6.1 Work together with all staff to provide the highest possible standard of customer service to the wider community;
- 6.2 Respond to the needs of students, their parents / carers and the wider community to ensure the quality of service meets agreed standards;
- 6.3 Handle customer complaints and conflict and take relevant action as per the School's policy;
- 6.4 Represent the YMCAs belief and position statements positively to beneficiaries and the wider community.

## Safeguarding Children

### 7. 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

- 7.1 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;
- 7.2 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;
- 7.3 Adhere to all policies and procedures relating to safeguarding children and young people and the Safeguarding code of conduct;
- 7.4 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;
- 7.5 Complete a Working with Children Check (Blue Card) prior to commencement and maintain currency throughout employment;
- 7.6 Complete a National and/or International Police Check prior to employment and at the discretion of the YMCA;
- 7.7 Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures;
- 7.8 Participate in safeguarding children and young people training as directed;

#### Non-Child-Facing Roles

- 7.9 Participate in safeguarding children and young people training as directed;
- 7.10 Use standardized methods for receiving and responding to feedback and complaints from children, young people and their families;
- 7.11 Any new program initiatives are to include consultation with children and young people, using standardized practices and resources;
- 7.12 Maintain a working knowledge of policies and procedures relating to safeguarding children and young people;
- 7.13 Attend any other training legally mandated by your role in relation to safeguarding children and young people;
- 7.14 Actively promote cultural safety for children and young people from CALD, ATSI, LGBTQIA+ communities and those with disabilities.

## General

### 8. GENERAL REQUIREMENTS

- 8.1 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;
- 8.2 Comply with all Policies and procedures;



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- 8.3 Maintain confidentiality of all YMCA information, records and files;
- 8.4 Complete the YMCA Induction and other required training as required by organizational policy and procedures;
- 8.5 Uphold, promote and comply with the policies, mission and values of the YMCA;
- 8.6 Any other duties as determined by the Chief Executive Officer as required.

## Health and Safety

### 9. WHS RESPONSIBILITIES FOR ALL EMPLOYEES / VOLUNTEERS

- 9.1 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;
- 9.2 Be familiar with the YMCA WHS Policy and other health and safety policies, procedures and requirements;
- 9.3 Accept responsibility and accountability for compliance and cooperation with all WHS policies, procedures and practices established by the YMCA;
- 9.4 Report all hazards, near-misses, incidents and injuries in accordance with organization policy and procedures;
- 9.5 Wear appropriate clothing, footwear and protective equipment for the work performed and work environment;
- 9.6 Properly use equipment, including any relevant safety equipment or devices;
- 9.7 Participate in discussions and consultation on the management and resolution of WHS risks;
- 9.8 Accurately complete all required WHS documentation relevant to position and work activities being undertaken
- 9.9 Continually monitor the workplace for hazards so as to minimize the risk to both customers and staff;
- 9.10 Make suggestions for improvements to health and safety practices within the workplace;
- 9.11 Take reasonable care for your own health and safety and that acts or omissions do not adversely affect the health and safety of others;
- 9.12 Comply with any reasonable instruction that is given by the YMCA for ensuring health and safety.

## Key Physical Requirements

1. Walking/standing – Frequent
2. Sitting – Frequent
3. Squatting/bending/kneeling – Occasional
4. Working outdoors – Occasional
5. Fine motor skills (keying, typing) – Frequent
6. Gross motor skills (e.g. setting up, packing up) – Occasional
7. Lifting/carrying up to 10kg – Occasional  
(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

## Position Requirements / Selection Criteria

### Essential:

1. Certificate IV in Career Development or similar qualification; or significant demonstrated experience in Youth Work and working toward the completion of the above certificate or similar;
2. Significant demonstrated recent experience in working with young people who are at risk;
3. Demonstrated ability to provide individualized support and action plans for young people that enable them to realize opportunities, and grow in academic and vocational capacity;
4. Up-to-date knowledge of the labour market, employability skills and job acquisition strategies; the ability to impart this knowledge to young people in engaging and creative ways;
5. Highly developed written and oral communication skills with the ability to provide high quality reporting;
6. Demonstrated ability to work collaboratively in a team environment and build strong, effective relationships with diverse groups;
7. Ability to work within the mission and values of the YMCA;
8. Passion for giving disadvantaged people in our community a real opportunity to realise their potential in body, mind and spirit;
9. Current First Aid and CPR certificate;
10. Currently possess, or be willing to obtain, a National Police Check and positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000;
11. Achievement of YMCA's Safeguarding Children Training Certificate and complete annual refresher training.

### Desirable:

1. A current and open Driver's Licence.



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## Approval

Date Position Description Revised:	July 2019
Position Description approved by:	Chief Executive Officer
Date of Approval:	

