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K Barratt/A Young	2019/1.1	16 April 2019
Approving Committee	Revision Date	
ADRA EXCOM	05 July 2019	

Job Description

Position National Program – Youth Worker – Redwood Community Centre – Warburton Victoria

Department	National Program	Location	Redwood Community Centre, Warburton
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Reporting to	1. The Redwood Manager	Supervises	No staff supervision required. Supervision of volunteers may be required.
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Engagement	Part-time - 16.5 hours per week	Remuneration Range	MA00100 Award Social and Community Services Employee Level 2 Pay Points 1 to 4
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ADRA NETWORK PURPOSE STATEMENT, MOTTO AND VALUES

Purpose *Serving humanity so that all may live as God intended.*

Motto *Justice, Compassion, Love*

Values *Connected, Courageous, Compassionate*

POSITION PURPOSE

To provide programs that foster resilience and positive long-term outcomes for young people from the Warburton community

KEY RESPONSIBILITIES

1. Research the needs of the local area in relation to programs and supports available to young people (ages 0-18) and families. In particular, identify gaps in programs and support available in the area.
2. Report research findings to the manager and in consultation with the manager, respond to findings by creating a program/s to address the gaps identified.
3. Introduce, promote and run the Happy Hands program, a fully supported art and creativity program for young children which promotes hands on learning.
4. Understand the social and emotional needs of vulnerable young people (including Autism Spectrum Disorder and the impacts of trauma on cognitive and emotional development).
5. Provide effective interaction with all participants of the program as well as their parents/carers.
6. Advertise for and recruit suitable volunteers and mentors to support the running of the programs.
7. Advertise/promote the programs to ensure adequate enrolments allow the programs to be self-sustaining.
8. Demonstrate and provide training in a range of life skills, including basic Restorative Practices training and approaches to conflict resolution.
9. Show a high level of organisational skills to keep records of attendance, incidents and other relevant data.
10. Ensure all WHS and Child Protection guidelines are understood and adhered to by participants and volunteers.

KEY RELATIONSHIPS AND AUTHORITY

1. Reports directly to Redwood Manager.



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WORK HEALTH AND SAFETY

Employees and volunteers are responsible for:

1. Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others;
2. Cooperating with measures introduced in the interests of workplace health and safety;
3. Undertaking relevant training provided in relation to WHS;
4. Immediately reporting all matters which may affect workplace health and safety to their supervisor;
5. Correctly using any information, training personal protective equipment and safety devices provided;
6. Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons;
7. Undertaking only those tasks for which they have authorisation and/or the necessary training, and for which all necessary safety arrangements are in place; and
8. Cooperating with arrangements made to assist the return-to-work of ill or injured employees.

COMMITTEE STANDING

Not applicable

TRAVEL REQUIREMENTS

Travel to schools and other relevant agencies to conduct research and promote programs.

KEY SELECTION CRITERIA (EDUCATION, EXPERIENCE AND COMPETENCY)

Essential

1. Certificate qualification or experience in community/youth services education or similar discipline.
2. Proven ability to facilitate and deliver programs and activities that foster youth resilience and community development that cater to young people and their families.
3. Genuine interest in working with people of varying economic, social and educational status, while demonstrating cultural sensitivity.
4. Able to obtain a clear Working with Children Check
5. Proven to be self-motivated and to work autonomously.
6. Demonstrated flexibility with a strong work ethic and positive attitude
7. High level presentation and communication skills
8. Sound basic computer skills
9. Excellent time management/organisational skills
10. Very good team-work, networking, liaison and negotiation skills
11. Willingness to uphold Christian values, beliefs and attitudes
12. Capacity to create a caring environment
13. Capacity to work without supervision – a good self starter
14. Basic First Aid Certificate or willingness to obtain one.

Desirable

1. Ability to keep abreast of community needs



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KEY PERFORMANCE INDICATORS

1. Consistently reflects the mission and values of the Church
2. Competently meets the specifications of the Job Description
3. Consistently demonstrates sound judgment in decision making
4. Consistently achieves very positive performance appraisal results
5. Responds positively to feedback

TERMS AND CONDITIONS

The terms and conditions shall be read in conjunction with the ADRA Employee Handbook.

Appointment confirmed by the

ADRA Australia Executive Committee

Term

This is an appointed position and is subject to a probationary period of three months.

Child Protection

“ADRA Australia like its parent body the Seventh-day Adventist Church condemns all abuse against children. As a Christian humanitarian organisation, ADRA Australia values all persons, including children, and consequently is committed to the safety and well-being of all children associated with our programs. Therefore, ADRA Australia has a policy of zero tolerance of child abuse.” *ADRA Australia Child Protection Policy – Statement of Philosophy Approved 18 Feb 2014*

In line with this policy all employees are required to

- a. Undergo an Australian Federal Police check
- b. Maintain a working with children clearance

Should either one of these conditions not be met employment could be terminated.

Special Conditions

Conditions are as per the letter of offer and is subject to the following conditions being met:

- a. A satisfactory performance review
- b. Ongoing funding approval

Statement of Disclosure

The nature of ongoing employment within ADRA is dependent on financial contributions from ADRA’s support base and other funding organisations. Whilst ADRA has benefited from positive growth and stability, it is to be recognised that the level of financial support is of a fluctuating nature.

Job Description Continuous Review

This job description will be reviewed on a regular basis and made to reflect changes in the requirements of the role.

The Project is a smoke free work environment

The above statements are intended to describe the general nature and level of work being performed by incumbents assigned to this position. This is not intended to be an exhaustive list of all responsibilities, duties and skills required. The activities listed may be changed and other duties may be assigned.



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POLICY OBLIGATIONS

All employees of ADRA Australia are obligated to make a personal commitment to the mission and values of ADRA Australia. This is expected to reflect in their professional life and to be consistent with all expectations set out in the *ADRA Australia Code of Conduct*, *ADRA Australia Policy* and the *ADRA Employee Handbook*.

CONFIRMATION

The following signatures confirm agreement to the roles and responsibilities outlined in this job description. It is noted that these are not intended to be an exhaustive list of all roles responsibilities for the position and that they remain subject to regular review and change in accordance with the needs of ADRA Australia.

Employee Signature

Supervisor Signature