



TANGENTYERE COUNCIL

POSITION DESCRIPTION

Position Title CAYLUS Remote Community Youth Worker

Division CAYLUS Classification 7.1

Job Holder _____

Prepared By Blair McFarland Date 14/7/20

Staff reporting to position CAYLUS managers

1. Position Summary

This position will work with other CAYLUS staff to provide a remote community based youth program including supervision of other youth workers and volunteers.

2. Responsibilities

1. Work in CAYLUS Region to help provide a community-based youth program in a remote community.
2. Supervise other youth workers and volunteers as needed, including mentoring other staff.
3. Manage CAYLUS youth program equipment and equipment provided by partner organisations, including recreation halls, accommodation and vehicles.
4. Provide written and verbal reports as required including reporting stats on attendance in a spreadsheet format.
5. Other tasks as requested.

3. Major Accountabilities

| <u>ACCOUNTABILITIES</u> | <u>PERFORMANCE INDICATORS</u> |
|--|---|
| 1. Work in CAYLUS region to provide community based youth program in a remote community | Maintains positive working relationships with relevant program providers, community members and other stakeholders. |

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|--|---|
| <ul style="list-style-type: none"> • The development of sustainable and appropriate youth activities and programs; • Promoting linkages between remote communities and relevant programs and services. • Supervise and mentor other youth workers and volunteers. • Seek direction assistance from regional coordinators where appropriate | <p>Works collaboratively to develop sustainable and appropriate youth activities and programs including providing mentoring to other staff in the remote community.</p> <p>Links communities to relevant programs and services</p> <p>Youth activities co-ordinated and mentoring undertaken</p> <p>Seeks support for issues and incidents requiring input from CAYLUS regional managers and youth program managers from other organisations.</p> |
| <p>2. Manage CAYLUS youth program equipment and equipment provided by partner organisations.</p> | <p>Maintains equipment, supervises use and reports any issues to supervisor</p> |
| <p>3. Provide written and verbal reports as required</p> | <p>Report in timely manner as required by funding bodies and CAYLUS, inc schedule of youth program offered on the community, attendance at events on a spreadsheet, and feedback from stakeholders</p> |
| <p>4. Other tasks as requested</p> | <p>Additional tasks that may arise from time to time are completed within the required timeframe and to a suitable standard.</p> |

4. Relationships

Internal

CAYLUS managers
CAYLUS full time and casual/contract staff
Tangentyere Finance

External

Community members, particularly youth, youth workers, youth program managers, volunteers and community leaders in the CAYLUS service communities.
Federal and NT government staff.

5. Competencies

- Ability to work constructively and positively with a wide range of stakeholders to design and enact a youth program in CAYLUS region.
- Ability to supervise and mentor other youth workers and volunteers as required.
- Knowledge of youth issues, communities, geography and resources in the region.
- Ability to work in an informed and sensitive manner with Aboriginal people.
- Ability to work independently and set up and maintain systems

- Ability to work in remote areas.
- NT drivers license and ability to travel to and reside in remote communities in the region as required.
- Current Ochre card.

Tangentyere Core Competencies

- Commitment
- Teamwork
- Communication
- OHS
- Cultural Awareness

6. Qualifications and Selection Criteria

- Experience working successfully in remote NT Communities with Indigenous and non-Indigenous stakeholders in the provision of a youth program including staff and volunteer supervision.

7. Verification

This section verifies that the position holder and the manager have read the attached position description and are satisfied that it accurately describes the position.

Position Holder:

Name: _____

Date Effective: _____

Signature: _____

Manager:

Name: _____

Date Effective: _____

Signature: _____