

**General Information for the Position
of
Youth Support Officer Part-Time
(25 hours per week)**

**Warren Youth Centre and Community
Hub**

Further Information can be obtained from:

Gary Woodman, General Manager
Phone: (02) 6847 6600 or 0419 409 439 or
Email: gary.woodman@warren.nsw.gov.au

SCHEDULE 1

Advertisement for the Position

Youth Support Officer Part-Time

(25 Hours Per Week)

POSITION VACANT

Youth Support Officer – Part Time (25 Hours Per Week), Warren Youth Centre and Community Hub

Applications are invited for the position of Youth Support Officer – Part-Time (25 hours per week), Warren Youth Centre and Community Hub, within the Warren Shire Council.

The successful applicant will be responsible for supporting the development and enhancement of youth support services in the Shire. The officer will also support the efficient and effective operation of the Warren Youth Centre and Community Hub and Warren Shire youth activities by:

- Supervision and support of youth (ages 12+) during drop-in sessions and Warren School visits and develop and support activities and events for youth, including school holidays and Youth Week, management of volunteers, networking and building of relationships with stakeholders and youth;
- Provide multi-component youth support programs including psychosocial support, self-help strategies, life skill development, relationship development, building connection to family and education, including specialised and multi-disciplinary care treatment;
- Providing friendly and professional customer service as the first point of contact for the Warren Youth Centre and Community Hub, welcome community and visitors and respond to enquiries, feedback and other communication in a courteous, efficient and timely manner;
- Provide information and advice to youth and their families experiencing non-chronic and non-entrenched problems including alcohol or other drug misuse, health including mental health issues, transitioning, safety, relationships, education, training, employment, culture and social justice issues;
- Promote programs and encourage youth participation for programs and projects including, but not limited to sporting events, websites, music workshops, young inventors, drink safe, keep them safe, recreational programs, school based projects, festivals, movie nights/band nights, breakdance competitions, drama performances, fishing basics, youth forums, bush craft, youth based competitions, artists exhibitions, health living, sun care/sun smart, driver safety and community days;
- Undertake administrative responsibilities relating to the operations of the Warren Youth Centre and Community Hub, Warren Shire youth activities and the Community and Family Support (CAFS) Program or its replacement; and
- Through the Executive Officer of Warren Youth Support Group Incorporated play a caretaker role in looking after the Warren Youth Centre and Community Hub buildings and grounds and manage the facility.

The position will focus on supporting the operation of the Warren Youth Centre and Community Hub, Warren Shire youth activities and the Community and Family Support (CAFS) Program or its replacement.

The successful applicant will be interested and experienced in youth support activities, have outstanding customer service skills, demonstrated well-developed organisational skills, proven proficient computer literacy skills, able to establish and maintain effective working relationships, work with minimal supervision and contribute positively to a team environment.

The successful applicant will be subject to a pre-employment medical assessment prior to confirmation of employment.

Employment Conditions

Conditions of employment are in accordance with the Local Government (State) Award, and Council's Salary System within the Administrative/Technical/Trades Band 2, Level 1 (B2 L1) Grades 1 to 5 depending on qualifications, skills, knowledge and experience. The current salary range is between \$850.07 to \$986.09 per week for the Part-Time (25 hours per week) position. Superannuation is currently 12%.

The position reports to Council's Manager Health and Development Services and is supervised by the Executive Officer, Warren Youth Support Group Incorporated. Hours of work will be 1.00 pm to 6.00 pm Monday to Friday based presently at the Warren Youth Centre and Community Hub, Warren but may be required to work from other locations such as schools within Warren, Warren War Memorial Swimming Pool, Warren Sporting and Cultural Centre, Warren Shire Library, Warren Shire Council Administration Centre and other Council facilities as required.

All candidates with an interest and skills in Youth Support Activities are encouraged to apply.

Applications

An Information Package must be obtained by attending the Administration Centre, 115 Dubbo Street, Warren or by visiting Council website www.warren.nsw.gov.au/council/employment

All applications should be addressed to the General Manager and include your **Resume and the completed 'Employment Application Form' from the Information Package, along with two (2) recent work related references/referees and include a submission document addressing the Essential Requirements of the position as detailed in the Position Description.**

Applications can be lodged:

- Via mail – P.O. Box 6, Warren, NSW, 2824
- In person – 115 Dubbo Street, Warren, NSW, 2824
- Via email – hr@warren.nsw.gov.au

Applications close when Council has found and appointed a suitable applicant.

For enquiries please contact Gary Woodman, General Manager on 02 6847 6600, 0419 409 439 or gary.woodman@warren.nsw.gov.au

Warren Shire Council recognizes the skills and attributes of Veterans and welcomes applications from ex-service personnel.

Council is an Equal Employment Opportunity employer.

Gary Woodman
General Manager

SCHEDULE 2

Position Description

Youth Support Officer Part-Time

(25 Hours Per Week)

Position Description

Youth Support Officer

Part - Time (25 hours per week)

Department	Health and Development Services
Location	Warren
Classification/Grade/Band	Band 2 Level 1
Immediate Supervisor	Executive Officer Warren Youth Support Group Incorporated
Responsible Officer	Manager Health and Development Services
Date position description approved	February 2026

Council Overview

Warren Shire Council is a multipurpose organisation that provides services in the areas of roads, water, sewerage, waste management, recreation and sporting facilities, economic development and visitation, library, planning, environment, ranger services, emergency services, cemeteries, community grant facilitation, corporate and community services including youth support services and environmental health etc.

Council Values

- A safe and attractive working and living environment that will attract skilled people;
- A Shire that has a diverse and stable economy;
- A Shire that has quality and well-maintained infrastructure;
- A place that encourages vitality and leadership in the community;
- A Council that provides quality and cost-effective services, and that partners with the community in decision-making; and
- A community that is inclusive and encourages the development of its young people.

Council's Vision

To pursue excellence, to be responsive and pro-active in the promotion and improvement of our community through responsible and innovative leadership.

Primary Purpose of the Position

To support the development and enhancement of youth support services in the shire. The Youth Support Officer will support the efficient and effective operation of the Warren Youth Centre and Community Hub and Warren Shire youth activities by:

- Supervision and support of youth (ages 12+) during drop-in sessions and Warren School visits and develop and support activities and events for youth, including school holidays and Youth Week, management of volunteers, networking and building of relationships with stakeholders and youth;

- Provide multi-component youth support programs including psychosocial support, self-help strategies, life skill development, relationship development, building connection to family and education, including specialised and multi-disciplinary care treatment;
- Providing friendly and professional customer service as the first point of contact for the Warren Youth Centre and Community Hub, welcome community and visitors and respond to enquiries, feedback and other communication in a courteous, efficient and timely manner;
- Provide information and advice to youth and their families experiencing non-chronic and non-entrenched problems including alcohol or other drug misuse, health including mental health issues, transitioning, safety, relationships, education, training, employment, culture and social justice issues;
- Promote programs and encourage youth participation for programs and projects including, but not limited to sporting events, websites, music workshops, young inventors, drink safe, keep them safe, recreational programs, school based projects, festivals, movie nights/band nights, breakdance competitions, drama performances, fishing basics, youth forums, bush craft, youth based competitions, artists exhibitions, health living, sun care/sun smart, driver safety and community days;
- Undertake administrative responsibilities relating to the operations of the Warren Youth Centre and Community Hub, Warren Shire youth activities and the Community and Family Support (CAFS) Program or its replacement; and
- Through the Executive Officer of Warren Youth Support Group Incorporated play a caretaker role in looking after the Warren Youth Centre and Community Hub buildings and grounds and manage the facility.

Physical Demands

The position holder is required to be physically and mentally fit as they are likely to be exposed to a range of outdoor and indoor activities including prolonged standing, sitting, close eye work; dealing with the public; meeting deadlines.

Key Accountabilities

The Youth Support Officer has the following specific accountabilities in supporting the operation of the Warren Youth Centre and Community Hub, Warren Shire youth activities and the Community and Family Support (CAFS) Program or its replacement:

- Based at the Warren Youth Centre and Community Hub, provide supervision and support for youth (between the ages of 12 and 24) attending drop-in sessions at the Centre to engage with them, build and maintain trusted relationships and identify the needs of our youth community;
- Develop, coordinate and evaluate, in consultation with the Executive Officer, Warren Youth Support Group Incorporated and the Manager Health and Development Services a schedule of activities and programs designed to address the identified needs and interests of the youth of Warren Shire;
- Network and build relationships with stakeholders and work with, support and direct other staff and volunteers engaged in youth activities at the Centre;
- Provide friendly and professional customer service as the first point of contact for the Centre, make referrals to professional services for young people where necessary, welcome community and visitors and project a positive image to promote the Warren Youth Centre and Community Hub and Warren Shire Council;
- Respond to all enquiries, and in consultation with the Executive Officer, Warren Youth Support Group Incorporated and the Manager Health and Development Services, respond to community feedback, and ensure issues are dealt with professionally and with discretion;

- Undertake general administrative duties for all aspects of Centre operations for youth support activities, the Community and Family Support (CAFS) Program or its replacement, event calendar planning, promotions, risk assessments and procurement and also assist the Executive Officer, Warren Youth Support Group Incorporated and the Manager Health and Development Services with relevant policies and grants;
- Monitor condition of the Warren Youth Centre and Community Hub buildings and grounds and follow Warren Youth Support Group Incorporated processes to report defects / maintenance requirements in a timely manner, with follow up where required. Perform general housekeeping duties that may include general cleaning to maintain Centre presentation;
- Participate in and promote a positive public image of the Council and the Warren Youth Support Group Incorporated;
- Ensure confidentiality is adhered to at all times;
- Ensure all Council and Warren Youth Support Group Incorporated EEO, WH&S and other relevant policies and procedures are adhered to at all times;
- Provide assistance with activities or events that relate to youth, sporting and community objectives;
- Supervision of the Warren Youth Centre and Community Hub for after school hours drop-in programs;
- Be accountable for the youth support delivery programs and the outcomes;
- Prepare and advertise upcoming events and daily activities on social media and the electronic notice board;
- Assistance with administration, record keeping, sourcing funding, and general cleaning duties at the Warren Youth Centre and Community Hub;
- Work to meet KPI's in youth support caseload and performance; and
- Undertake duties within the limits of their skill, competence and training, consistent with their grade level, in any role or area of Council.

Key Challenges

Within the area of responsibility, the key challenges of this role are identified as:

- Establishing rapport with key stakeholders to build and promote the positive image of Council, the Warren Youth Support Group Incorporated and Warren Shire;
- Keeping up to date with youth support activities and services and other service providers in order to provide the most up to date and comprehensive information and support to youth in Warren Shire;
- Assistance to the Executive Officer Warren Youth Support Group Incorporated in the operation of the Warren Youth Centre and Community Hub;
- Support of the Executive Officer Warren Youth Support Group Incorporated and Manager Health and Development Services in the development of Warren youth support services and activities;
- Work collaboratively with local stakeholders and partners to realise co-benefits of any initiatives and networks in support of the youth of Warren Shire;
- Assistance to support, develop and enhance youth support and events within the Warren Shire; and
- Assistance to market, promote and maximise youth support activities within Warren Shire.

Key Corporate Responsibilities

Work Health & Safety

All employees are responsible for WHS at Warren Shire Council and their duties include:

- Working in a safe manner without risk to themselves, others, Council's equipment or the environment;
- Reporting all WHS hazards and incidents to their supervisor;
- Reporting all injuries and illnesses to their supervisor and the Work Health Safety/Risk Officer within 24 hours;
- Providing suggestion, through agreed consultation method, on how to improve WHS issues;
- Seeking assistance if unsure of WHS procedures;
- Reporting any faulty equipment or plant to their supervisor;
- Participate in WHS consultation arrangements in your workplace;
- Complying with any Return to Work Plan if injured;
- Correctly using all personal protective equipment; and
- Complying with emergency and evacuation procedures.

Customer Service

Project and promote a positive and efficient image of Council and the Warren Youth Support Group Incorporated through maintaining professional standards and presentation. Take a proactive approach to providing excellent customer service to both internal and external customers.

Council's and Warren Youth Support Group Incorporated Policies and Procedures

Comply with all Council and Warren Youth Support Group Incorporated Policies and Procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed.

Equal Employment Opportunity

Comply with the requirements of the Anti-Discrimination legislation and Council's and Warren Youth Support Group Incorporated related Policies and Procedures. Take appropriate action to ensure a harassment free workplace.

Ethical Conduct

Comply with the requirements of Council's Code of Conduct.

Key Internal Relationships

Who	Why
Manager Health and Development Services	<ul style="list-style-type: none">• Respond to requests• Report on outcomes
All Management, Supervisor and Other Staff including Volunteers	<ul style="list-style-type: none">• Day-to-day communications regarding the operations of the Warren Youth Centre and Community Hub and youth support activities

Key External Relationships

Who	Why
Youth	<ul style="list-style-type: none"> • Dissemination of youth support information in collaboration with the Executive Officer Warren Youth Support Group Incorporated • Respond to enquiries • Provide full support assistance to youth such as case work for support services, education, employment, sporting and community opportunities • Provide support and initiate strategies to prevent and address the problem of substance misuse and other anti-social behaviour among youth • Assist the Warren Shire community to identify the needs of youth and develop broad community plans and strategies that address the recreational, social, and emotional needs of youth in remote communities • Provide ongoing support, advocacy and monitoring of services for youth • Maintain and establish partnerships and networks with services and programs (e.g., Local school, police, mental health services, and other services) and work together to address the needs of the youth of Warren Shire
General Public/Customers	<ul style="list-style-type: none"> • Providing customer service in person, over the phone, through emails and via website enquiries
Warren Shire Business Houses	<ul style="list-style-type: none"> • Dissemination of information in collaboration with the Executive Officer Warren Youth Support Group Incorporated and Manager Health and Development Services • Develop relationships for partnerships for work readiness programs and youth support activities

Delegations of Authority

Delegations for this position shall be issued by the General Manager.

Position Skill Descriptors Local Government State Award

Administrative/Technical/Trades Band 2, Level 1 (B2 L1)

Authority and accountability: Responsible for the completion of work requiring the application of trades, administrative or technical skills.

Judgement and problem solving: Skills in assessing situations and in determining processes, tools and solutions to problems. Guidance is available.

Specialist knowledge and skills: Positions will have demonstrated competence in a number of key skill areas related to major elements of the job.

Management skills: Positions may require skills in the supervision or co-ordination of small groups.

Interpersonal skills: Communication skills to explain situations or advise others.

Qualifications and experience: Appropriate work-related trade, technical or administrative qualifications or specialist skills training.

Essential Requirements

- School Certificate or equivalent;
- Genuine interest and relevant experience in working with youth, a desire to engage, build and maintain trusted relationships and networks with an ability to apply this to achieve outcomes relevant to the position;
- Demonstrated general knowledge of youth activities and programs with an ability to develop, coordinate and evaluate these to address the identified needs and interests of youth in the Warren Shire;
- Demonstrated well-developed organisational skills to manage competing priorities, monitor and report progress and complete set outcomes within deadlines, including the ability to use these skills in planning daily, weekly and monthly tasks with a willingness to adapt as situations change;
- Proven ability to communicate clearly, accurately and effectively with a high degree of confidentiality and discretion with a focus on friendly and professional customer service as the first point of contact for the Warren Youth Centre and Community Hub;
- Proven attention to detail and accuracy, with the ability to proactively research and apply good judgement to issues that may arise, through relevant experience and proven problem solving skills;
- Proven proficient computer literacy working with Microsoft Office - particularly excel and word, email and internet, with the capacity to adapt from other software applications of Council and the Warren Youth Support Group Incorporated;
- Demonstrated interpersonal skills and the ability to establish and maintain effective working relationships, work independently with minimal supervision, contribute positively to a team environment and promote a polite and helpful customer service culture;
- Have clearance to work with children, as verified through a current Working With Children Check;
- Have completed a National Police Check as verified through a current National Police Certificate; and
- Hold a current class C drivers licence or able to obtain within three (3) months of appointment to the position.

Desirable Requirements

- Hold a current First Aid Certificate;
- Higher School Certificate or equivalent; and
- AQF Level 3 (Cert III) in Youth Work, Community Services, or equivalent with minimum two (2) years of relevant experience.

Capabilities for the Role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at:-

https://capability.lgnsw.org.au/local_government_capability_framework.pdf

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Local Government Capability Framework		
Capability Group	Capability Name	Level
	Manage Self	Intermediate
	Display Resilience and Adaptability	Adept
	Act with Integrity	Intermediate
	Personal attributes Demonstrate Accountability	Adept
	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Relationships Influence and Negotiate	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Create and Innovate	Intermediate
	Results Deliver Results	Intermediate
	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Adept
	Resources Procurement and Contracts	Intermediate

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at an intermediate level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> <input type="checkbox"/> Understands what needs to be done and steps up to it <input type="checkbox"/> Pursues own and team goals with drive and commitment <input type="checkbox"/> Shows awareness of own strengths and weaknesses <input type="checkbox"/> Asks for feedback from colleagues and stakeholders <input type="checkbox"/> Makes the most of opportunities to learn and apply new skills
Personal Attributes Display Resilience and Adaptability	Adept	<ul style="list-style-type: none"> <input type="checkbox"/> Is flexible, showing initiative and responding quickly to change <input type="checkbox"/> Accepts changed priorities and decisions and works to make the most of them <input type="checkbox"/> Gives frank and honest feedback/ advice <input type="checkbox"/> Listens when challenged and seeks to understand criticisms before responding <input type="checkbox"/> Raises and works through challenging issues and seeks alternatives Stays calm and acts constructively under pressure and in difficult situations <input type="checkbox"/> Stays calm and acts constructively under pressure and in difficult situations
Relationships Communicate and Engage	Adept	<ul style="list-style-type: none"> <input type="checkbox"/> Tailors content, pitch and style of communication to the needs and level of understanding of the audience <input type="checkbox"/> Clearly explains complex concepts and technical information <input type="checkbox"/> Adjusts style and approach flexibly for different audiences <input type="checkbox"/> Actively listens and encourages others to provide input <input type="checkbox"/> Writes fluently and persuasively in a range of styles and formats

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Relationships Community and Customer Focus	Adept	<input type="checkbox"/> Demonstrates a sound understanding of the interests and needs of customers and the community <input type="checkbox"/> Takes responsibility for delivering quality customer-focused services <input type="checkbox"/> Listens to customer and community needs and ensures responsiveness <input type="checkbox"/> Builds relationships with customers and identifies improvements to services <input type="checkbox"/> Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Relationships Work Collaboratively	Adept	<input type="checkbox"/> Contributes to a culture of respect and understanding in the organisation <input type="checkbox"/> Creates an atmosphere of trust and mutual respect within the team <input type="checkbox"/> Builds cooperation and overcomes barriers to sharing across teams/units <input type="checkbox"/> Relates well to people at all levels and develops respectful working relationships across the organisation <input type="checkbox"/> Identifies opportunities to work together with other teams/units <input type="checkbox"/> Acts as a resource for other teams/units on complex or technical matters
Results Think and Solve Problems	Adept	<input type="checkbox"/> Draws on numerous sources of information, including past experience, when facing new problems <input type="checkbox"/> Demonstrates an understanding of how individual issues relate to larger systems <input type="checkbox"/> Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports <input type="checkbox"/> Uses rigorous logic and a variety of problem solving methods to develop workable solutions

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Resources Technology and Information	Adept	<input type="checkbox"/> Anticipates, identifies and addresses risks and issues with practical solutions
		<input type="checkbox"/> Leads cross team/unit efforts to resolve common issues or barriers to effectiveness
		<input type="checkbox"/> Selects appropriate technologies for projects and tasks
		<input type="checkbox"/> Identifies ways to leverage the value of technology to achieve outcomes
		<input type="checkbox"/> Ensures team understands their obligations to use technology properly
		<input type="checkbox"/> Ensures team understands obligations to comply with records, information and knowledge management requirements

ACKNOWLEDGEMENT

I have read and understood the contents of this position description and agree that they accurately reflect the requirements and responsibilities of this position.

Employee's Name: _____

Signature: _____

Date: _____

Supervisor: _____

Signature: _____

Date: _____

WARREN SHIRE COUNCIL

Competencies and Skills

Job Title: Youth Support Officer

Band: 2

Level: 1

<u>Grade 1</u>	
Current C Class Drivers Licence	<input type="checkbox"/>
Current Working with Children Check	<input type="checkbox"/>
National Police check is verified through a current National Police Certificate	<input type="checkbox"/>
Proven literacy/grammatical skills/numeracy skills	<input type="checkbox"/>
Basic record keeping skills	<input type="checkbox"/>
Ability to communicate with the youth, general public and stakeholders	<input type="checkbox"/>
Proven proficient computer literacy working with Microsoft Office - particularly excel and word, email and internet, with the capacity to adapt from other software applications of Council and the Warren Youth Support Group Incorporated	<input type="checkbox"/>
Advanced research skills both manual and online	<input type="checkbox"/>
Understanding of WH&S requirements	<input type="checkbox"/>
General knowledge of the youth support services activities and programs and the ability to develop, co-ordinate and evaluation these to address the identified needs and interests of youth in the Warren Shire	<input type="checkbox"/>
Ability to engage youth, build and maintain trusted relationships and networks and to apply relevant knowledge to achieve outcomes to support the youth of Warren Shire	<input type="checkbox"/>
Knowledge of the local businesses, youth support and education services and amenities within Warren Shire	<input type="checkbox"/>
Demonstrated interpersonal skills and the ability to establish and maintain effective working relationships, work independently with minimal supervision, contribute positively to a team environment and promote a polite and helpful customer service culture;	<input type="checkbox"/>
Proven attention to detail and accuracy, with the ability to proactively research and apply good judgement to issues that may arise, through relevant experience and proven problem solving skills	<input type="checkbox"/>
Basic understanding of administration, financial and reporting processes	<input type="checkbox"/>
Ability to work to predetermined deadlines	<input type="checkbox"/>
Proven ability to communicate clearly, accurately and effectively with a high degree of confidentiality and discretion with a focus on friendly and professional customer service as the first point of contact for the Warren Youth Centre and Community Hub	<input type="checkbox"/>

WARREN SHIRE COUNCIL

Competencies and Skills

Job Title: Youth Support Officer

Band: 2

Level: 1

<u>Grade 2</u>	
Working knowledge of the youth support services activities and programs and the ability to develop, co-ordinate and evaluation these to address the identified needs and interests of youth in the Warren Shire	<input type="checkbox"/>
Ability to work autonomously with little supervision	<input type="checkbox"/>
Ability to develop skills in utilising social media and digital	<input type="checkbox"/>
Ability to prepare high level marketing brochures and informational booklets using appropriate software under the direction of the Executive Officer, Warren Youth Support Group Incorporated	<input type="checkbox"/>
Ability to maintain and utilise an information and statistical database	<input type="checkbox"/>
Knowledge and understanding of Council's and Warren Youth Support Group Incorporated Policy and Procedures	<input type="checkbox"/>
Ensure compliance with Council's and Warren Youth Support Group Incorporated record management system	<input type="checkbox"/>
Maintain, update and prepare reports as required on youth support services	<input type="checkbox"/>
Ability to prepare correspondence in response to youth support services related enquiries, as directed	<input type="checkbox"/>
Thorough working knowledge of Council's and Warren Youth Support Group Incorporated filing system	<input type="checkbox"/>
Ability to correctly allocate inward correspondence to relevant file	<input type="checkbox"/>
Ability to liaise with representatives from relevant youth services and education support providers	<input type="checkbox"/>
Current First Aid Certificate	<input type="checkbox"/>
<u>Grade 3</u>	
Advanced knowledge of the youth support services activities and programs and the ability to develop, co-ordinate and evaluation these to address the identified needs and interests of youth in the Warren Shire	<input type="checkbox"/>
Comprehensive working knowledge of Office related software including Word processing, database, spreadsheets and publication/design	<input type="checkbox"/>
Maintain & update position procedural manual	<input type="checkbox"/>
Contribute to improvement in work methods and procedures	<input type="checkbox"/>
Ability to participate in activities associated with the management of Workplace Health and Safety	<input type="checkbox"/>
Support the Executive Officer Warren Youth Support Group Incorporated and Manager Health and Development Services in preparing grant applications	<input type="checkbox"/>

WARREN SHIRE COUNCIL

Competencies and Skills

Job Title: Youth Support Officer

Band: 2

Level: 1

<u>Grade 4</u>	
Expert knowledge of the youth support services activities and programs and the ability to develop, co-ordinate and evaluation these to address the identified needs and interests of youth in the Warren Shire	<input type="checkbox"/>
Ensuring that accounting transactions and records are in accordance with Council's and Warren Youth Support Group Incorporated's Policies and Procedures	<input type="checkbox"/>
Ability to design and prepare professional marketing flyers and booklets	<input type="checkbox"/>
Drafting of grant applications on behalf of the Executive Officer Warren Youth Support Group Incorporated and Manager Health and Development Services	<input type="checkbox"/>
<u>Grade 5</u>	
Completion of Certificate III in Youth Work, Community Services or equivalent	<input type="checkbox"/>
Comprehensive knowledge of youth support services programs and current trends	<input type="checkbox"/>
Advanced desktop publishing and graphic design skills to produce high level professional marketing and informational material	<input type="checkbox"/>
Advanced knowledge of database and statistical information software	<input type="checkbox"/>
Ability to satisfactorily relieve in other work areas, if required	<input type="checkbox"/>
Ability to relieve the Executive Officer Warren Youth Support Group Incorporated	<input type="checkbox"/>

SCHEDULE 3

Employment Application Form

Youth Support Officer Part-Time (25 Hours Per Week)

Return this section with your Resume along with:

- Two (2) recent work related references/referees; and
- Include a submission document addressing the Essential Requirements of the position as detailed in the Position Description.

Employment Application Form

Privacy Statement:

As part of the recruitment process Warren Shire Council will be collecting information about you. This information is private information for the Privacy and Personal Information Protection Act. This information will be included in the recruitment file and accessed by Council Human Resources staff and members of the Recruitment Selection Panel. Applicants may request their information be returned to them at the conclusion of the recruitment process.

Personal Details * Required Fields

First Name*	Last Name*
E-mail*	
Phone*	Mobile
Street Address*	Postal Address*
City, Town, Suburb*	Postcode*
Country*	State*

Questions

<p>1. Please indicate your eligibility to work in Australia*</p> <ul style="list-style-type: none">a. Australian/New Zealand Citizenb. Permanent Residentc. Current Visa including Visa Class and duration (expiry date)d. None of the above
<p>2. If you answered Current Visa or None of the above, please provide details of your eligibility to work in Australia including Visa date or issue and any Visa restrictions</p>
<p>3. Have you read and understood the position description and the requirements for the position that you are applying for? *</p> <ul style="list-style-type: none">a. Yesb. No
<p>4. Have you ever previously been employed by Warren Shire Council? *</p> <ul style="list-style-type: none">a. Yesb. No

5. If you answered Yes to the above question, please provide details of your employment (dates of employment and job/position title) *

6. Please explain your motivation for applying for this position and why you believe you are a suitable candidate*

7. Do you have any trade certificates, university or TAFE certificates or other (traffic control, etc.)? *

- a. Yes
- b. No

8. If you answered Yes to the question above, please outline your qualifications and your experience in relation to this position within Local Government*

Attach certified copies of all relevant documentation to this application*

9. What Class of motor vehicle driving licence do you hold? *

- a. None
- b. Class C
- c. Class LR
- d. Class MR
- e. Class HR
- f. Class HC
- g. Class MC
- h. Other (please explain)

State of Issue:

Expiry Date:

10. What is your local area knowledge for attractions, businesses and services? *
11. Have you had experience working in a customer service environment? * a. Yes b. No
12. If you answered Yes to the above question, please detail your experience including examples*
13. Data recording, internet research and skills in providing detailed information are essential in this role. Provide actual examples of your experience of these skills*
14. Equal Employment Opportunity - Please note that providing this information is voluntary, any information you provide will remain confidential and will only be used for the gathering of statistical data. Are you Male or Female? a. Male b. Female
15. Do you identify as Aboriginal or Torres Strait Islander? a. Yes b. No
16. Is English the primary language spoken at home? a. Yes b. No

17. Do you have a disability?

- a. Yes
- b. No

18. If you answered Yes to the question above, please state what support or assistance you may require in order to help through the recruitment process.

19. Have you ever been a serving full-time member of the Australian Defence Force, or a reservist on continuous full-time service?

- a. Yes
- b. No