



SORELL COUNCIL

POSITION DESCRIPTION

Position Title	Youth Worker
Workgroup	Community Relations
Reports to	Community Development Coordinator
Classification	5
Employee Status	Part-Time
Location	CAC/Youth Hub

Primary Position Purpose

The **Youth Worker** is responsible for supporting the delivery of youth programs, activities and initiatives that align with Council's Youth Plan and respond to the needs of young people aged 12–17 within the Sorell Municipality.

The role focuses on engaging with young people, supporting participation and inclusion, providing information and referrals and creating safe, welcoming and supportive environments where young people can access activities, services and opportunities.

Skill Based Classification Descriptors

The position is classified as a Level 5, the following skill descriptors apply to this level.

Authority & Accountability	Responsible for completing assigned work activities and contributing to the delivery of programs, projects and services within established guidelines and procedures. Employees may provide input and recommendations within their area of expertise and are accountable for the quality, timeliness and effectiveness of their work.
Judgment & Problem Solving	Requires the ability to apply established procedures and practices while exercising judgement in responding to routine and moderately complex situations. Employees may identify issues, suggest improvements and adapt approaches to meet community and program needs.
Specialist Skills & Knowledge	Employees possess developed knowledge and skills relevant to youth work, community services and program delivery. The role requires an understanding of youth engagement principles, referral pathways, child safety practices and community development approaches.
Management Skills	May provide guidance, support and coordination to volunteers, young people and community participants involved in programs and activities. The role does not include direct staff supervision.
Interpersonal Skills	Requires well-developed communication and interpersonal skills to engage effectively with young people, families, community members, service providers and Council staff. Employees prepare routine reports, correspondence and program documentation relevant to their work area.
Qualifications & Experience	• Certificate IV or Diploma in Youth Work, Community Services, Social Sciences or a related discipline; or • Relevant experience and demonstrated skills working with young people and community programs.

Key Responsibilities

Youth Work

- Support the implementation of Council's Youth Plan and youth initiatives.
- Assist with the planning, coordination and delivery of youth programs and activities including:
 - Youth Advisory Squad;
 - School Holiday Programs;
 - Drop-In Centre activities;
 - Youth Week activities;
 - Community events and emerging youth initiatives.
- Engage with young people to understand their interests, needs and priorities.
- Encourage young people's participation, confidence and connection within the community.
- Provide information and referral support to young people and families to access appropriate services.
- Build positive relationships with young people, schools, families, community organisations and service providers.
- Promote a safe, inclusive and welcoming environment for all young people.
- Support the delivery of programs in accordance with Council's Child Safe Framework, Safeguarding Children and Young People Policy, Youth Policy, WHS & Risk Management obligations and relevant legislation.
- Maintain accurate records of attendance, participation, activities and outcomes.
- Assist with the evaluation and continuous improvement of youth programs.
- Represent Council in a positive and professional manner when working with young people and community stakeholders.

Operational Responsibilities & Participation

- Contribute to the delivery of Council's Operational Plan activities relevant to youth services.
- Assist with administration requirements including program records, statistics, reporting and documentation.
- Support the responsible use of Council resources and equipment.
- Participate in team meetings, planning activities and service improvement discussions.
- Maintain professional knowledge through training and ongoing development in youth services.
- Undertake reasonable after-hours work, including evenings and weekends, where required.

Position Dimensions

Key Relationships and Influences	
Who	Why
Internal	
Customer Service	Work in partnership with Customer Service to ensure delivery of effective customer service.
Community Relations team	Collaborate on planning, delivery, and evaluation of youth programs and broader community initiatives. Share local insights, feedback, and opportunities for cross-program collaboration.
Council leadership team	Inform strategic planning, reporting, and alignment with the Youth Plan and Strategic Plan. Advocate for youth priorities in organisational decision-making.
External	
Young people aged 12–17	Actively engage to understand needs, interests, and challenges. Consult to shape programs, services, and priorities.
Parents, carers and families	Provide information about programs and referral services. Build trust and encourage family support for youth participation.

Resources and Budgets			
Direct Reports	Nil	Financial Delegation & Reporting	In accordance with Council policies and procedures
Indirect Reports	Nil	Statutory Appointments	In accordance with Council policies and procedures
Total	Nil	Delegations	In accordance with Council policies and procedures

Organisational Accountabilities

Be familiar with and follow the **Council's Code of Conduct**. A copy of this is provided with your appointment letter or can be accessed on Council's Intranet.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Values
- Workplace Health and Safety (WHS) Legislation
- Anti-Discrimination Legislation
- Sorell Council Enterprise Agreements
- Document Management - The incumbent is required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.
- Customer Service Charter - The incumbent is required to commit Council's Customer Service Charter and to consistently deliver all services with a focus on excellent customer service.
- Customer Relationship Management (CRM) systems
- Comply with all Health and Safety legislation.

Work Place Health & Safety

Ensure Health and Safety information is provided to the broader community as required. While at work, a worker must:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act;
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers;
- Avoid, eliminate or minimize hazards within your control, and immediately report;
- Attend and actively participate in training programs provided in the interests of Health and Safety;
- Ensure accidents and near misses are reported as soon as reasonably practicable; and
- Ensure assessment and control of risk is managed in accordance with Council's Risk Management Framework.
- Complete Council's induction requirements

Record Management

Sorell Council uses a record management system, TARDIS (Total Administrative Record and Document Information System). All Council documents and records are a State legislated record controlled by the Tasmanian Archive & Heritage Office and are therefore required to be retained either on a temporary or permanent basis. All employees of Council are required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.

Key Selection Criteria

Essential:

- Relevant qualification in Youth Work, Community Services, Social Sciences or a related field, or demonstrated relevant experience working with young people.
- Demonstrated experience supporting youth programs, activities and engagement initiatives.
- Ability to build positive relationships with young people, families, community members and stakeholders.
- Well-developed communication and interpersonal skills.
- Understanding of youth development principles and community engagement practices.
- Ability to work flexibly, including evenings and occasional weekends.
- Current Driver's Licence, First Aid Certificate, Police Check and Working with Vulnerable People registration.

Desirable

- Experience working within local government or a community-based organisation.
- Knowledge of the Sorell Municipality and local youth services.
- Understanding of child safe practices and safeguarding responsibilities.
- Experience delivering youth activities, events or community programs.

Authorisation			
I hereby agree that this position description accurately reflects the work requirements.			
Manager name			
Manager signature		Date	
Employee name			
Employee signature		Date	
GM Name			
GM Signature		Date	