

# INFORMATION PACKAGE

Shire of East Pilbara

## Youth Engagement Assistant

Job code: #073

Casual Pool | Newman

### Jump into this fantastic opportunity!

The progressive Shire of East Pilbara, the largest local Government Authority in Western Australia, servicing the town sites of Newman, Marble Bar, Nullagine and local communities, is offering an exciting opportunity to work for a visionary Chief Executive Officer.

Join the journey to creating the incredible as our **Youth Engagement Assistant (Casual) – Newman Youth Centre**. In this position you will engage with young people from a variety of backgrounds as well as understanding of the role of youth work in a community setting is essential to be successful in this role.

#### You will have:

- Current Working With Children Check or ability to obtain
- Current Police Clearance of ability to obtain
- Understanding of the role of Youth Work in a community setting
- Ability to engage with young people from a variety of backgrounds
- Ability to work well in a team environment, including communicating effectively with others

#### Remuneration and Benefits:

- Hourly rate between \$35.11 and \$40.49 (adult rate) inclusive of 25% casual loading
- Eligibility for Long Service Leave

- Discount on gym, recreation and aquatic centre memberships

**Make this role your own** in the heart of the Pilbara where the extraordinary happens. Join a Team working with passion and purpose aimed at proactively achieving the Shire's Vision and Objectives while living its values of **Leadership** with **HEART** - **Honesty, Excellence, Accountability, Respect and Teamwork**.

### To Apply

Please submit a current Resume and Cover Letter addressing the Essential Criteria in up to three pages via our website: <http://www.eastpilbara.wa.gov.au/about-us/employment-opportunities> where the Application Package along with the Position Description can also be downloaded. If you are unable to apply via our website, please submit your application by emailing [recruitment@eastpilbara.wa.gov.au](mailto:recruitment@eastpilbara.wa.gov.au).

The Shire of East Pilbara is committed to eliminating all forms of discrimination in the provision of our services. We embrace diversity and strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disabilities.

### Closing date:

Applications for this position are open until a suitable pool of candidates is received. This means this vacancy may close without notice. If you are interested in this position, we highly recommend you apply as soon as possible.

For enquiries relating to the application or recruitment process, please contact **People and Culture Business Partner** on **(08) 9175 8000** or [recruitment@eastpilbara.wa.gov.au](mailto:recruitment@eastpilbara.wa.gov.au)

For role specific enquiries, please contact **Lora Lui – Senior Youth Engagement Officer** on **(08) 9175 8000**.

[www.eastpilbara.wa.gov.au](http://www.eastpilbara.wa.gov.au)

Shire of EAST  
**Pilbara**  
THE HEART OF THE PILBARA

# POSITION DESCRIPTION

## Shire of East Pilbara

### Position Title

Youth Engagement  
Assistant (Casual)

### Directorate

Community  
Services

### Reports to

Coordinator Youth  
Services

### Position Number

#073

### Position Level

LGIA 2/3

### Position Summary

Support the Coordinator Youth Services and Youth Engagement Officer in the operations of the Newman Youth Centre. This includes effective engagement with young people and other stakeholders, maintaining a clean and organised facility and adhering to appropriate boundaries. Work with youth, other staff and stakeholders to assist in developing and implementing programs that actively engage young people. Support the daily operations of the Newman Youth Centre and represent the Shire effectively in dealings with youth and stakeholders.

### Position-Level, Principles, Obligations & Accountabilities

- The primary outcomes of this position type include:
- Supporting and promoting the “culture” and “values” of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;
- Contributing to employee and customer satisfaction, engagement and excellence;
- Collaboratively participating in teams to deliver projects and outcomes for and on behalf of the Shire;
- Effectively communicating and cooperating with internal and external stakeholders as applicable to maintain positive relationships with the Shire;
- Actively contributing towards the achievement of financial efficiencies and quality of service, as directed;
- Proactively report upon, and mitigate, risks

### Role Accountabilities

#### General

- Support the Coordinator Youth Services and Youth Engagement Officer in the daily operations of the Newman Youth Centre.
- Assist with implementation and planning of activities and programs at the Youth Centre.
- Engage effectively with young people who are utilising the Youth Centre and/or participating in Youth Centre activities, with a focus on building rapport with youth.
- Maintain relevant boundaries, reinforcing a facilitative relationship with young people and other service providers.
- Ensure the building, surrounds and facilities are kept clean to a satisfactory standard.
- Assist with the preparation of food for young people and related cleaning duties.
- Assist with projects, activities and other duties as requested by the Coordinator or Youth Engagement Officer, which are in line with the position’s responsibilities.
- Undertake administration processes including use of IT systems as directed.
- Establish effective working relationships with all team members and apply sound communication skills to resolve issues.
- Follow risk management guidelines and promote safety within all Youth Centre activities.

#### Code of Conduct

- Remain up-to-date with Youth Work best practice and implement the Youth Work Code of Ethics in all activities.
- Ensure that confidentiality is maintained



- when handling all applicable Shire documents.
- Adhere to, and comply with the Shire's grievance management policy.
- Assist with the effective and efficient delivery of high quality services to the Shire of East Pilbara and positively promote the Shire of East Pilbara in such a manner as to enhance its image within the community.
- Contribute to a positive workforce environment and culture through visible and positive leadership.
- Support and promote the Shire's Code of Conduct within the team and assist in the progression of the Shire's Strategic Plan.
- Proven time management skills
- First Aid certification

### **Selection Criteria**

(Applicants are required to address ONLY the Essential and Desirable criteria in their written application)

#### **Essential Criteria**

(to be considered for this role you must demonstrate the following skills and experience)

- Current Working With Children Check or ability to obtain
- Current Police Clearance or ability to obtain
- Understanding of the role of Youth Work in a community setting
- Ability to engage with young people from a variety of backgrounds
- Ability to work well in a team environment, including communicating effectively with others

#### **Desirable Criteria**

- Work experience in a youth service
- Awareness of OHS legislation
- Demonstrated experience in computer application
- Well-developed communication skills
- Developed keyboard skills



# INFORMATION FOR APPLICANTS

## Shire of East Pilbara

### Employment Considerations

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check
- Current National Police Clearance
- Hold the appropriate rights to work in Australia
- Completion of a pre-employment medical

### General accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees.

### Application

Your application should include a covering letter explaining your interest in the position (no more than three pages) and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience and qualifications to successfully carry out the duties.

### Supporting an Inclusive and Diverse Workforce

The Shire of East Pilbara is an Equal Opportunity employer we recognise that our workforce is strengthened by diversity and actively foster an inclusive workplace.

### Medical Examination

Following the interview process, the successful applicant will be required to undergo a medical examination. Full documentation for the requirements of the position will be given to the medical practitioner prior to the examination and the medical examination costs are paid by Council. Existing illness will not necessarily preclude an appointee from the selection process.

Shire of **EAST**  
**Pilbara**  
THE HEART OF THE PILBARA

### About The Shire Of East Pilbara

For the keen explorer, the Shire of East Pilbara is Australia's largest Shire, offering a diverse mix of desert sands from the Great Sandy and Gibson Deserts to the pristine coastal reserve of Cape Keraudren.

There are three towns in the Shire of East Pilbara: Newman, Marble Bar and Nullagine; each offering something unique.