

CROMWELL YOUTH WORKER TRUST

COMMUNITY YOUTH WORKER JOB DESCRIPTION *as at 28 January 2011*

- Mission Statement:** A community where young people are vibrant and optimistic through being encouraged and supported to take up challenges.
- Responsible to:** Trustees of the Cromwell Youth Worker Trust (CYWT)
- Location:** The Hut- Cromwell Town Centre
- Hours:** A combined total of 60 hours between 2 youth workers, including Friday and Saturday night, school holidays, events as required, flexi-time.
- Working Relationships:** Young people between the ages of 10 and 18 years
Trustees of the Cromwell Youth Worker Trust (CYWT)
Rural Education Activities Programme (REAP)
Schools in the district including Cromwell College, Goldfields Primary and Cromwell Primary School
Career advisory officials
Youth Aid Officer and New Zealand Police
Central Otago Youth Workers Network
Child Youth and Family services
Cromwell Resource Centre
Central Otago District Council (CODC)
Community Agencies
- Guiding Documents:** CYWT Trust Deed
CYWT Strategic Plan
CYWT Risk Analysis Management Systems (RAMS)
Youth Development Strategy Aotearoa, Ministry of Youth Development, NZ
Code of Ethics, National Youth Workers Network Aotearoa, Inc.
Council Policies, Central Otago District Council
- Purpose of the Position** To identify the needs of the youth in the community and develop and coordinate initiatives on a regular basis to meet these needs, while incorporating a wide range of members of the community. Provide positive channels through which young people may achieve success and gain recognition.

SERVICES PROVIDED:

1. To develop a positive relationship with the youth in the community.

- Be available to youth to act as an advocate.
- Regularly consult and interact with the youth and their families/whanau and peers as well as the wider community, to identify and prioritise needs.
- Act as a link to other resources and services for youth by providing support and good information.
- Create opportunities for learning and the development of new skills, formal, structured and casual, including; the co-ordination and running of programmes, activities, special projects, community based initiatives and events for youth.
- Schedule drop-in times at The Crib for social development , leisure, making connections and relaxation. Promote ownership of The Hut in the youth.
- Provide clear behavioural expectations and guidance in all interactions.
- Identify 'at risk' youth and make referrals where necessary to ensure the safety of youth at all times.
- Regularly evaluate the services and programmes offered to ensure goals are met and that they remain consistent with overall objectives of the CYWT.

2. To liaise with the community and promote youth awareness.

- Maintain a high positive community profile.
- Promote and publicise the services, programmes and events offered.
- Initiate new networks where gaps have been identified.
- Be involved with other community services pertaining to youth
- Engage businesses and individuals in supporting the work of the CYWT

3. Be a referral person and information resource for young people and their families/whanau.

- Regularly update knowledge of community services and agencies.
- Identify and gather appropriate resources.
- Enhance and maximise existing resources and services.

4: To recognise diversity and multi-culturalism.

- Demonstrate a respect for all cultures and faiths.
- Demonstrate a working knowledge of the principles of the Treaty of Waitangi.
- Work appropriately with diverse youth and community groups.

5. Develop and update professional skills, ensure safe practice.

- Maintain current first aid certification.
- Maintain current drivers license.
- Follow Risk Analysis Management Systems (RAMS)
- Maintain manageable youth:adult ratios

- Ensure the safety of clients in programmes at all times.
- Provide initial assessments of youth and their needs, and refer as determined.
- Attend appropriate training workshops and events.
- Attend meetings of the Central Otago Youth Workers Network.
- Research and present professional development needs to CYWT trustees.
- Utilise knowledge and skills of associated professionals.
- Attend regular professional supervision with an approved supervisor

6. Organisational Tasks

- Maintain diary of activities and events.
- Maintain confidential client files.
- Collect articles and media coverage of CYWT activities and events.
- Maintain a register of all donated goods and services.
- Keep time sheets for hours spent, detailing where time is spent.
- Attend Trust meetings and ensure that communications with and expectations between youth worker and trustees is understood.
- Write and present monthly and annual youth worker report, including outcomes of identified objectives and measures.
- Prepare an annual plan for all youth activities and events, including budgets.
- Maintain accurate records of youth attendance, feedback and present statistics.
- Respond appropriately and timely to all communications, email, mail, telephone.
- Other tasks as required to ensure the day to day functioning of The Hut.

PERSON SPECIFICATIONS:

- Knowledge and successful experience in working effectively and creatively with young people.
- Knowledge of youth culture.
- Knowledge of laws and government policy that affect youth.
- Knowledge of physical and mental health issues relevant to youth.
- Working knowledge of CYWT Guiding Documents.
- Energetic, enthusiastic, confident, sense of humour, flexible, approachable.
- Works and liaises easily with community agencies (Schools, Police, Probation officers, WINZ workers, and others).
- An ability to assess and identify youth that are or are potentially “at risk”.
- Motivates and inspires others.
- Excellent oral and written communication, good listener.
- Innovative, creative, wealth of ideas, thinks in terms of possibilities, delivers.
- Sensitive, tactful, respectful of other’s position, advocacy skills.
- Has initiative and self-manages, uses critical thinking skills.
- Planning and organisational skills.
- Leadership and management skills.
- Appreciates and values diversity.
- Willing to work flexi-time.
- Commitment to furthering educational development.