



Job Description

Position Title: Support Officer
Location: Collie and Bunbury region WA
Tenure: Part time and dependant on funding
Hours: 22.5 hrs
Award: Social, and Community Home Care and Disability Services Award 2010
Level 2
Reports to: Youth Program Manager

Position Description

This position is responsible for providing support to the Youth Program Manager to deliver the Investing In Our Youth Driving Initiatives to eligible participants in the Collie region.

Roles and Responsibilities

- Uphold the Values and support the Vision, Mission, and Aims of Investing In Our Youth
- Follow policies and procedures of Investing In Our Youth
- Participate in annual performance reviews
- Work alongside providers, volunteers, young people, other community stakeholders, and Investing In Our Youth Driving Program staff to achieve identified outcomes
- Undertake any additional task as directed by the Youth Program Manager
- Participate in regular supervision and annual performance reviews

Service Delivery – Program Development

- Implement program operations in the Collie region, including RYDE
- Promote programs to potential partners, organisations and volunteers locally and online
- Utilise the Facebook and Instagram pages, provide newspaper articles and media updates with the support of the Investing In Our Youth Marketing Manager

Service Delivery - Program Implementation

- Support young people in one to one and in group situations, this may include but is not limited to, the follow up of attendance and participation, providing transport, support with Keys for Life training sessions
- Vehicle and asset management

- Participation in Youth events in collaboration with other support agencies, organisations, youth services, local government, and the community

Service Delivery - Administration and Reporting

- Provide reports on program activities to the Youth Program Manager as required
- Administration tasks as requested by the Youth Program Manager

Service Delivery – Staff Supervision

- Recruit, screen, induct, support and coordinate Volunteer Driver Mentors, RYDE Providers and shopfronts

Service Delivery – Financial

- Maintain appropriate and relevant financial records
- Report to the Financial Officer as required

Selection Criteria

Essential

- Current “C” class driver’s licence
- Excellent interpersonal skills
- Ability to build great working relationships with Young People and Mentors
- Have great communication skills
- Computer literate
- Ability to use web based data software on computer, iPad, and mobile phone or willingness to learn
- Experience with managing social media platforms
- Ability to network and work collaboratively with stakeholders

Desirable

- Certificate III Community Services or Certificate IV Youth Work
- Knowledge of evidence-based road trauma prevention programs or willingness to learn
- Knowledge of the WA Graduated Driver Training & Licensing System and driver training techniques or willingness to learn

Documentation Required

To be considered for this position it is essential that you have or demonstrate the ability to access

- A National Police Clearance no more than 6 months old

<ul style="list-style-type: none"> • A valid Working with Children Check • Current Drivers Licence for at least 4 years • Driver record history summary (infringements / offences) • Evidence of the right to work in Australia • Evidence of Qualifications (Copies)
<p style="text-align: center;">Reconciliation Action Plan</p> <ul style="list-style-type: none"> • Commitment to Investing In Our Youth's Reconciliation Plan
<p style="text-align: center;">Safeguarding Children and Young People</p> <ul style="list-style-type: none"> • Works with and understands the Investing In Our Youth Safeguarding Children and Young People Policy and Procedures. • Works with and understands the Investing In Our Youth Code of Conduct
<p style="text-align: center;">Occupational Health and Safety</p> <ul style="list-style-type: none"> • Ensures compliance with the relevant WHS Policy and Procedures • Take reasonable care for your own health and safety and the health and safety of others
<p style="text-align: center;">Confidentiality</p> <ul style="list-style-type: none"> • Ensures compliance with Investing In Our Youth Inc. Confidentiality Policy
<p style="text-align: center;">Organisational Relationships</p> <p>Internal: CEO, Youth Program Manager, Mentors/Volunteers and Investing In Our Youth Staff</p> <p>External: Enrolled participants, Service Providers, referral agencies, stakeholders with an interest in the program.</p>
<p style="text-align: center;">Incentives</p> <ul style="list-style-type: none"> • Employee Assistance Program • Birthday Leave
<p>Ensure applicant has been provided with the Mission and Values document, along with other specified policies and procedures outlined in the contract</p>