

Berkeley Neighbourhood Centre Inc.

Casual Contract

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Casual work - Assisting Youth Worker with the Youth Program (On call)

Classification: Casual Youth Worker to assist with the youth program
(On call)

Salary: Based on SCHCDS Award

NB: Your salary will be paid fortnightly into a bank account of your choice

Time Fraction/hours per week: Minimum of 3.5hrs per shift

Hours of duty: **Tuesday Wednesday and Thursday** between the hours of 3pm and 6pm. Additional hours are on offer during school holidays and during outreach events and activities.

Position Context: Berkeley Neighbourhood Centre Inc (BNCI) is a not-for-profit organization, that provides a range of programs, activities, and community support in the Berkeley area. These programs have an aim to connect people with services and resources to reduce social and economic disadvantage and isolation and to increase resilience, resourcefulness, and self-reliance. The Berkeley Youth project is supported by BNCI and Wollongong City Council. The Project operates under the Targeted Early Intervention Program (TEI) with the specific aim to target Aboriginal youth & families, young families, and disadvantaged youth. BNCI operates from a community development and social justice perspective. BNCI is managed through a volunteer Board of Management.

Primary role:

- Provide assistance in facilitating activities for young people 12 – 24 years that support the organisations objectives.
- Act as a positive role model for young people participating in the youth program
- Ensure the well-being of all people participating in the program is upheld by being mindful of physical risks associated with activities and emotional needs of participants.
- Provide a safe environment for young people accessing youth program.

General Responsibilities:

- Liaise with and follow direction from the Senior Youth Worker whilst implementing the youth program.
- Implement and ensure duty of care, child protection, work health and safety and relevant Local, State and Federal legislation/requirements are adhered to.
- No transporting of clients which applies to all BNCI programs, services, facilities, and grounds
- All issues arising are reported to the Senior Youth Worker or Operation manager Immediately
- This position is based at the Berkeley Community Centre; however, at time programs be delivered at other locations.

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Conditions of Employment:

- All Staff are accountable to the Berkeley Neighbourhood Centre Inc. (BNCI) Board of Management.
- To always take direction from BNCI Board of Management via Operations Manager.
- All work is to be carried out in accordance with the BNCI's philosophy, policies, and procedures.
- Adhere to BNCI's Smoke Free policy.
- Performing any necessary tasks as directed by the Board of Management that relate to position and that is within ability and training provided.
- Ensure all people, including BNCI Board members are always treated with respect and dignity and a professional and prompt service is provided.
- Always maintain confidentiality.
- Maintain Work Health and Safety as per WH&S Act 2011

Applications due 30 September 2022