

Position Description

Position name	Project Officer – Youth Project
Responsible to	General Secretary
Remuneration	21.03 per hour (including superannuation)
Term of position	1 st July 2013 – 30 May 2014
Authorised	(Signed) Position: Chairperson Dated 18 / 06 / 2013

Job Context

The Bhutanese Australian Association of South Australia Inc. is a community-based organisation providing multiple services to the Bhutanese community in South Australia.

BAASA employs staff to achieve the full range of its objectives. All staff are expected to be aware of and responsive to the needs of the organisation as a whole as well as the particular requirements of their own Job Descriptions.

Project Summary

This position will be responsible for the coordination of BAASA's Youth project that focuses on positive living and wellbeing of young people and their families through early intervention into the problems they are facing. This project is funded by the Department of Communities and Social Inclusion and beneficiaries will be young people from Bhutanese community.

Job Specification

1. Position Summary

The Project Officer – Youth Project is responsible for coordinating activities to involve young people from Bhutanese community in positive living and creative social events. And link them to relevant existing mainstream services.

2. Reporting/Working relationships

The Project Officer – Youth Project is directly accountable to the General Secretary of the BAASA who will work closely with and contribute to management and planning, and provide advice and assistance in all aspects of operations to ensure service and program success.

3. Outcomes of the Activities

The Project Officer – Youth Project has responsibility to:

- Developing networks with relevant stakeholders and link Bhutanese youths with their projects
- Work closely with Anglicare SA to encourage young people and their parents to involve in activities run by Anglicare SA
- Provide counselling to young people and their parents on drinking and gambling habits
- Closely coordinate with young people (Bhutanese Youth Group) to stage a theatre show
- Involve young people from Bhutanese community in sporting, cultural and social activities
- Organise and facilitate one-on-one and/or group trainings on drinking and gambling issues
- Be a guide to young from Bhutanese community for positive living and creative activities

Occupational Health, Safety and Welfare

- Compliance with Agency OHS&W policies and procedures
- Reporting of all hazards, incidents and actions taken to prevent accidents
- Maintenance of a safe working environment in all locations

Person Specification

ESSENTIAL MINIMUM REQUIREMENTS

Skills:

- Ability to apply knowledge and skills gained through qualifications and/or previous experience
- Ability to provide specialist expertise or advice in regards to youth issues such as drinking
- Ability to work in cooperation and consultation as a member of a team
- Skills in setting priorities, planning and organising own time
- Demonstrated excellence in cross-cultural interpersonal skills
- IT literacy with proficiency in Microsoft suite of software programs and ability to learn new software applications
- Effective problem solving and decision-making
- Very strong ethical practices

Knowledge:

- Knowledge and understanding of issues affecting young people
- Knowledge and understanding (or will to learn) of youth services in South Australia
- Sound knowledge of BAASA operational policies, structure and services
- Knowledge of program delivery in the community services industry
- Experience in developing and maintaining inter agency partnerships

Specific Condition:

- Must be the member of BAASA

Key selection criteria

Please explain what experience, skills and/or knowledge you have in regards to:

- Providing coordinating and execution of projects
- Experiences of working with young people
- Experiences of working in community service industry
- Working with young people to increase their knowledge in relation to positive living and involving in creative social activities
- Writing case notes and reports
- Developing and maintaining inter-agency partnerships