



## OzHarvest | Job Description

<b>Your Position Title:</b>	Nourish Program Youth Worker
<b>Your Department:</b>	Education
<b>You'll Report to:</b>	Nourish Program Manager
<b>Classification:</b>	Part Time – closed period
<b>Headcount or Hrs/wk:</b>	3 Days per week
<b>Date:</b>	November 2021

### Your Key Relationships

You'll be part of the collaborative OzHarvest team, which includes OzHarvest management and staff, volunteers, mentors and stakeholders.

You will also work with external stake holders in relation to the program and the students. These may include the professional support network of the student, parents/guardians of the students, industry professionals, education and training providers and potential work experience hosts and employers for the students.

### What we're about

Our purpose is to Nourish our Country. Through food rescue, education, community engagement and innovation. As an organisation we are connected by four key values: **Connected by a cause:** We are a magnet for magnificent people, connected by a common purpose. This mission of ours is contagious. It will take all of us, every day, every way. Our cause comes to life with every single one of us.

**Nourish & Grow:** We're creating a culture of giving. When we grow ourselves, we grow each other and nourish others. When we nourish others, we ourselves grow. Not just in times of vulnerability, but as we thrive.

**Boldly Courageous:** We speak and act boldly for the change that needs to happen. We embrace every challenge with optimism, dignity and respect.

**With Gratitude:** We are grateful. Always. To each other. To the people we serve. To the people who give so generously. For the work we do, and the work to be done.

### About the role

Working as part of the Nourish team, the Nourish Program Youth Worker role is to assist and support the Nourish Program students on their journey. You will be an integral part of their Nourish experience from the moment they apply to embarking on the next steps after the program has concluded.

The role includes a requirement to provide guidance and support to the participants during and after the program. It involves helping them to achieve their educational and developmental potential, navigate personal and social situations, and facilitating opportunities for the individuals to continue in education or employment pathways.

### Your Responsibilities

#### Program Support

- Support the Lead Trainer in the recruitment of new students by participating in the recruitment process.
- Working collaboratively with the Nourish Team to evaluate the needs of the students and outline measures to address them whilst attending Nourish.
- Assist the young people in mental and emotional wellbeing whilst attending Nourish.
- Carryout administrative work by recording information of young peoples' activities whilst attending Nourish.



- Liaise with parents/guardians and support staff regards to the students' progress and challenges.
- Plan, assess and support the student into employment and/or education pathways.
- Report any child protection concerns immediately to the Head Trainer and Program Manager and complete necessary mandatory report.
- Liaison with staff, volunteers and associate organisations.
- Following codes of conduct, duty of care and privacy of participants.
- Ensure adherence to best practice policies, processes and procedures and good governance.

### **Personal Specifications**

#### **Qualifications**

- A qualification in a relevant discipline (e.g. Youth Work, Social Work, Social Science, Counselling).
- A Working with Children check is a mandatory requirement for this role and must have current and up to date check in place prior to interview process.
- First Aid Certificate
- Possess or ability to obtain a National Police Check
- Full driving licence

#### **Skills, Knowledge & Experience**

- Minimum 3 years' experience working in community services required, youth work beneficial.
- Ability to work with culturally diverse young people.
- Experience in working with young people who are disadvantaged by homelessness, an offender history, family breakdown, poverty or lack of education is highly desirable.
- Experience engaging with diverse stakeholder groups including families and other professionals.
- Have strong professional boundaries.
- Hospitality experience desirable.
- Strong motivation and initiative.
- Proven ability to work as part of a team.
- A strong interest in food and food rescue.
- Excellent communication and interpersonal skills, including strong written, presentation and verbal skills across phone, email and in person.
- Proficiency and accuracy in Microsoft Office including Word, Excel, PowerPoint, Outlook
- Capability to embrace use of task management software e.g. Trello

#### **Personal Abilities and Aptitudes**

- A strong commitment and enthusiasm toward the vision of OzHarvest.
- Energetic, positive and proactive.
- A natural affiliation with young people and the capability to work as a mentor.
- A non-judgemental attitude, compassion and empathy.
- Flexibility to work well under pressure and in a changing environment when required.

#### **Employee Acknowledgement**

I acknowledge that I have read and understand the above Job Description and agree to carry out all duties as described to the performance standards required.

**Employees Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_