



## **DROP IN CENTRE - ACTIVITY OFFICER**

**( Casual/Relief )**

**AWARD: SCHCaDSI Level 3.1 to 4.1 based on experience**

### **Position Description**

#### **Responsible to Program Manager**

##### ***Primary Objectives:***

To provide advocacy and support to young people (10 – 17 yrs) and assist in the coordination of the ASYASS Drop-In Centre Programs. The Drop-In Centre Activities Officer provides support to the Activities Coordinator, by assisting the team to mentor clients in developing their skills in education and fitness to transition towards independence.

The Drop-In Centre Activities Officer takes direction from the Activities Coordinator, and works closely with the Youth Housing Officer, Crisis Case Worker, Tangentyere Youth Team and other Team members throughout ASYASS and other supporting agencies.

##### ***Duties:***

1. Be responsible in assisting with the day-to-day operations of the Drop-In Centre including but not limited to:
  - Responding to issues raised by clients accessing the Drop-In Centre; and ensure that the issues raised are documented and passed onto other team members.
  - Refer to services at ASYASS to develop Life/Living skills
2. Responsible for providing consistent and regular support to the Drop-In Centre Team .
3. Assist the Drop-In Centre team to deliver activities, and Living Skills training to clients.
4. Assist in maintaining the Health and Safety of the Drop-In Centre referring to the WHS Officer.
5. Support young people seeking assistance regarding appropriate housing options and support options available to them.
6. Liaise with other service providers as required.
7. Attend and participate in networks and meetings relating to the Drop-In Centre
8. Provide referrals to and liaise regularly with other projects within ASYASS and other providers.

9. Fulfill all reporting, record keeping and administrative requirements.
10. Assist in the development and review of ASYASS operational policies.
11. Participate and support the ASYASS Emergency Relief Program

## *SELECTION CRITERIA*

### ***Essential***

1. Excellent communication, verbal and written skills – able to liaise with clients and third parties.
2. Experience in coordinating and planning group activities.
3. Demonstrated understanding of youth related issues and the ability to demonstrate an understanding of Trauma Informed Practice.
4. Strong work ethic.
5. Computer, report writing, record keeping and administrative skills.
6. Current NT Working with Children Ochre Card.
7. Current Police Check.
8. Current NT Driver Licence.

### ***Desirable***

1. A qualification in youth work, community work or social sciences.
2. Experience working in a non-profit community organisation.
3. Knowledge of / experience with the Supported Accommodation Assistance Program (SAAP) and SHP Database or similar record keeping tools.
4. Experience in group work practices and facilitation.
5. Understanding of the requirements of Mandatory Notification.
6. Current Senior First Aid Certificate, or equivalent.
7. Ability to Drive or be willing to learn to drive a bus.