

	<b>POSITION DESCRIPTION</b>	<b>DOC ID:</b>	FOR/PAC/001 V1.1
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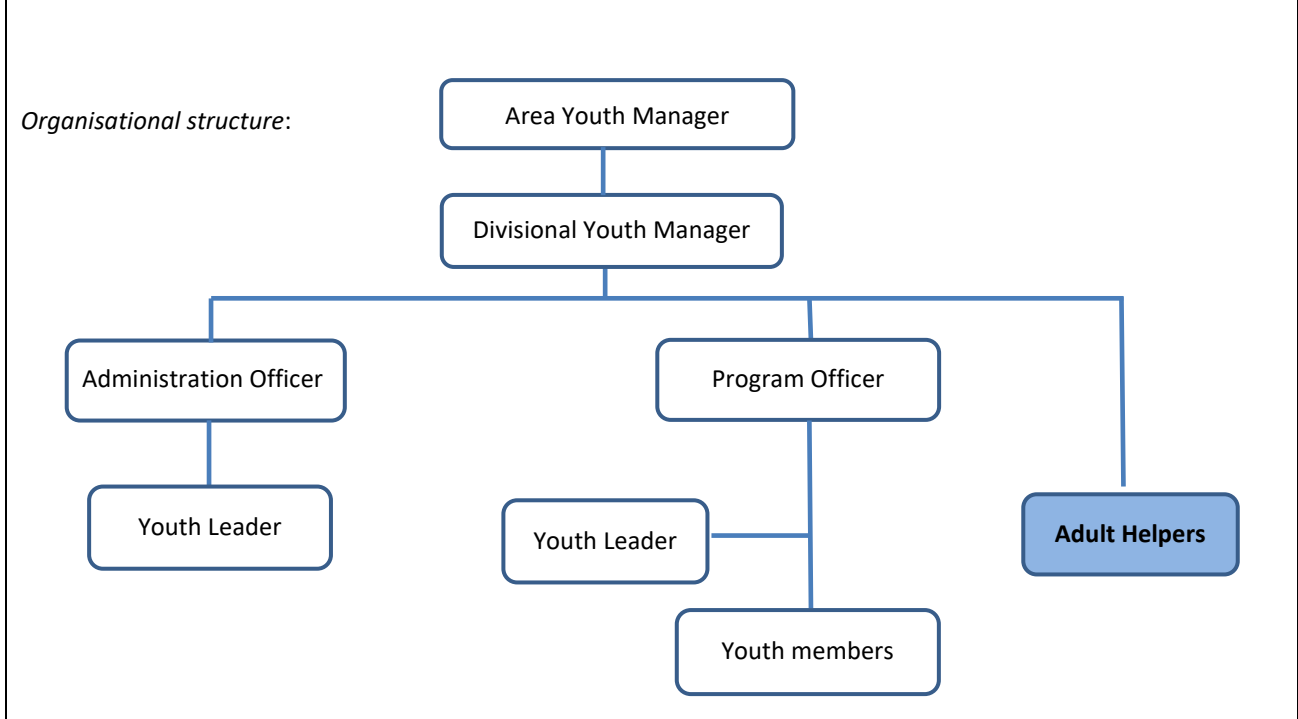
<b>Position Title:</b>	St John Youth Adult Helper
<b>Business Unit:</b>	St John Youth Victoria
<b>Reports To:</b>	Divisional Youth Manager; Divisional Officers
<b>Direct Reports:</b>	None
<b>Estimated hours:</b>	This is a volunteer position, requiring an average of 3-4 hours per week applied to this role in the St John Youth program. There will be additional requirements for Professional Development and reaccreditation training.

**Role Overview:**

St John Victoria is committed to developing young people to meet the future needs of the organisation and the community, contributing towards our objective of saving lives through First Aid.

St John Youth Victoria engages young people between the ages of 12-18 years in a First Aid oriented youth program. Members are able to participate in an inclusive program which meets on a weekly basis during the school term where the main elements of the program and First Aid training are delivered.

The Adult Helper is an entry level position to support the supervision and running of Divisional programs. They work with the Divisional Officers and Youth Leaders to ensure the smooth running of the program. Where additional training is undertaken, the Adult Helper may apply to take on other responsibilities which may include being operational (attending events) and other leadership roles.



As an organisation that regularly works with children, St John believes that all children have the right to be emotionally and physically safe at all times and has zero tolerance for the abuse and mistreatment of children.

**Key Responsibilities/ Accountabilities of Position:**

- Utilise practices that promote the positive behaviour and engagement of youth members and contribute to the resolution of issues under the guidance of the Divisional Youth Manager.
- Adhere to the Child Safety Code of Conduct to ensure a safe environment within St John.
- Encourage the development of leadership skills and assist in the supervision of youth members.
- Facilitate the participation of youth members in the program in accordance with procedures and policies.
- To liaise with and support the Divisional Youth Manager and Officers in relation to the running of the Division.
- As a member of the divisional leadership team you will contribute to the planning and general management and tasks as directed by the Divisional Youth Manager.

**Key Behaviours Required in Position**

- Develops, mentors and supports positive behaviours in youth members.
- Demonstrates appropriate interpersonal skills, active listening, empathy and social awareness.
- Positively represents and promotes the St John vision and policies to members and the community.
- Promotes the participation of youth members in State activities.
- Participates in professional development activities and seeks to improve own skills and knowledge.
- Demonstrates, upholds, and promotes safety and inclusivity within the Division.

**Key Stakeholders:**

<b>Internal:</b>	<ul style="list-style-type: none"> <li>• Adult program Divisional Youth Managers</li> <li>• State Youth Management Group</li> </ul>
<b>External:</b>	<ul style="list-style-type: none"> <li>• Parents/Families</li> </ul>

**Selection Criteria:**

<b>Essential Criteria:</b>	<ul style="list-style-type: none"> <li>• Good communication skills with the ability to articulate clear, informed and meaningful messages to colleagues, direct reports and young people.</li> <li>• Demonstrated knowledge and capacity to apply principles and strategies to positively manage the behaviour of young people and effectively conduct group activities.</li> <li>• Demonstrated ability to utilise policies &amp; procedures to guide work practices.</li> <li>• Understanding of relevant organisational policies and procedures, including St John Victoria Child Protection Policy and Procedures and Occupational Health and Safety Procedures.</li> </ul>
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**Qualifications, Memberships, Licenses:**

<b>Essential Criteria</b>	<ul style="list-style-type: none"> <li>• Completion of National Child Safety Awareness Training.</li> <li>• Criminal Record Check (3 years)</li> <li>• Working With Children Check Card</li> </ul>
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- First Aid Certificate (HLTAID003/011)
- Completing Adult Helper Induction

### **Our commitment to diversity**

*St John is committed to fostering an inclusive and equitable work environment for all our people. We encourage an environment where people feel respected, safe and valued for who they are and the contribution they make to the organisation and the community. We welcome and encourage applications from people across our diverse community, especially from Aboriginal, Torres Strait Islander and Culturally and Linguistically Diverse (CALD) applicants.*

### **Our commitment to child safety**

*As an organisation that regularly works with children, we believe that all children have the right to be emotionally and physically safe at all times, and to be treated with dignity and respect, free from emotional, psychological and physical danger, abuse and neglect. St John is committed to identifying, mitigating and managing risk to children through a preventative and risk management approach.*

