



Youth Respite Programs Officer

Position Description

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Position Title	Youth Respite Programs Officer
Responsible Council	Armidale Central Council
Reports To	Diocesan Youth Coordinator
Base Location	Armidale and Tamworth
Primary position objective	The Youth Respite Programs Officer oversees delivery of programs to children facing disadvantage. These include but are not limited to local 'Homework Club' sessions and 'Buddies Day' events in the Armidale Diocese.

St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

Department Overview

Youth Respite programs are fairly new initiatives within the Armidale Central Council. The purposes are to connect with youth in our regions and offer support via weekend "Buddies Days", weekly "Homework Groups" and other youth activities. Young people can be referred to the program by support agencies such as Centacare, Benevolent Society, Pathfinders or SVdP Conferences.

Duties and Responsibilities

The Youth Respite Programs Officer is responsible for the supervision of youth who are involved in these programs or activities and volunteers who are providing mentoring and/or supervision of these youth:

- Follow all Society Policies and Procedures as they relate to the provision of services to children and youth under 18 years of age.
- Supervise youth who are participating in the programs, including transport of children between venues (home/ school) for the purposes of participating in respite programs
- Ensuring safe custody of participants during program delivery
- Reinforce and normalise the concept of “homework” such as reading, writing and mathematics
- Maintain order and encourage appropriate conduct of all participants
- Provide oversight and support to Youth Leaders in the provision of academic and fun-based activities
- Appropriately respond to emergencies and other critical incidents during program delivery.
- Monitor and record attendance, behavioural issues and in the case of academic activities, students’ achievements during program delivery.
- Maintain the security and confidentiality of client and Youth Leader information
- Conduct de-briefing with Youth Leaders at the end of each session
- Provide a hand over to parents or guardians during pick up/ drop off at the end of a session
- Complete end-of-session reports and submit to Youth Coordinator
- Where a child or leader is perceived to be at risk of harm, make formal reports to the Youth Coordinator in order to comply with Duty of Care requirements and in particular, Child Protection Legislation.
- Work as directed by Diocesan Youth Coordinator during program delivery

Essential Criteria

- Ability to implement and lead a variety of appropriate homework based activities and games
- Ability to liaise effectively with youth leaders, Educational Support personnel, referring organisations and concerned parents
- Ability to remain calm in a crisis
- An empathetic nature
- Basic awareness of issues affecting participants on the activity
- Good organisational, communication and leadership skills
- The courage to act as an advocate for those in care
- The wisdom to see each participant as an individual
- Willingness to work with participants in an unconditionally enthusiastic and positive manner
- A sense of humour
- Current NSW Driver’s Licence
- Current Senior First Aid Certificate
- A willingness to adhere to and support the Mission, Vision and Ethos of the St Vincent de Paul Society

Desirable Skills

- Demonstrated understanding of the Not for Profit sector
- Additional skills/licence/understandings that may assist in the performance of the role

The St Vincent de Paul Society is an Equal Employment Opportunity Employer