



RJED Streetwise Youth Officer			
Position Number:	RJED3	Department	Lifestyle & Community
Level:	Level 3	Award:	May be covered under Municipal Employees' WA Award
Reports to:	Youth Team Lead	Direct Reports:	Nil
Last Reviewed:	Senior People & Culture Officer	Date:	9/09/2026
Approved:	Executive Manager Lifestyle & Community	Date:	9/09/2026

OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

Our CARECHIP is what gives us the drive to serve our community.

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

C	A	R	E	C	H	I	P
Courage	Authenticity	Respect	Excellence	Cohesion	Humility	Inclusion	Passion

POSITION OVERVIEW

As a Streetwise Youth Officer, you will work closely with other youth stakeholders under the guidance of the Youth Team Lead. This role focuses on supporting young people in Carnarvon through a flexible, two-faceted approach to youth engagement and service delivery.

A core component of the role involves outreach and engagement with street-present young people, particularly those at risk and spending time in the CBD and other public spaces. You will build positive relationships with young people, provide early intervention and support, encourage positive decision-making, and connect them with appropriate services, programs, education, employment and safe places that promote wellbeing and development.

The role also supports the planning and delivery of youth programs and activities, including after-school programs, school holiday activities, and youth-focused events. You may also assist with broader community or Shire-led initiatives where youth engagement is a key focus. Through consistent, positive engagement across both outreach and program delivery, you will help build trust, encourage participation, and create opportunities for young people to feel safe, supported and connected.

COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- ★ Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.

- ★ Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons.
- ★ Our sustainable livelihoods create a community that can flourish into the future.
- ★ Our holistic health care facilities provide services from the womb to the grave.
- ★ Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.
- ★ Our infrastructure, housing and amenities are high quality and accessible.
- ★ Our community acknowledges our history and celebrates our diverse cultures.
- ★ Our community is engaged, inclusive and supportive.

KEY ROLE OUTCOMES

- ★ Demonstrate successful leadership through the application of the Shire's core values by promoting a work culture of sustainability, quality improvement, efficiency, and excellent customer service that corresponds to our Code of Conduct and Customer Service Charter.
- ★ Ensure compliance with the Local Government Act (WA) 1995 and any relevant legislation.
- ★ A commitment to a safe work environment and WHS legislation, policy and processes.
- ★ Improved engagement and stronger connections between young people and services including school and other youth service providers/ programs.
- ★ Continuous engagement with young people building effective relationships to ensure positive growth.
- ★ Enhanced community safety, reflected through reduced youth-related incidents, loitering or antisocial behaviour in CBD hotspots.
- ★ Increased safety and wellbeing of young people through de-escalation and linking them with the appropriate support.
- ★ Strengthened youth engagement and positive use of time through flexible support for after-school, school holiday and youth-focused programs as required.
- ★ Undertake other duties as directed.

WORK HEALTH SAFETY RESPONSIBILITIES

- ★ To take reasonable care for their own safety and health and to avoid harming the safety and health of other people through any act or omission at Shire workplaces. And as relevant:
- ★ Proactively comply with all Shire WHS Policies, Procedures, and Guidelines, Practice, duties and other relevant conditions. As well as with the WA WHS Act 2020, WHS (General) Regulations 2022, all other relevant Regulations, Codes of Practice and Australian Standards
- ★ As far as reasonably possible comply with instructions given by their employer or an authorised person in the interests of safety and health and in accordance with the WHS Act.
- ★ Must report to their manager, supervisor, WHS Representative, PC&S and/or other relevant contact person work related injuries, near misses and any hazards at the workplace that they cannot correct themselves.
- ★ Must use, store and maintain personal protective equipment as properly instructed, and not damage or misuse any equipment or facilities provided in the interests of safety and health.
- ★ Participate in and where possible provide leadership for a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

LICENCES, REGISTRATIONS, MEMBERSHIPS OR QUALIFICATIONS REQUIRED OF THE ROLE

- ★ Current Western Australia Driver's License.
- ★ Current Working With Childrens Check
- ★ Safeguarding Childrens Certificate
- ★ First AID Certificate

ESSENTIAL CRITERIA

- ★ Highly developed ability to uphold a values-based approach in the workplace.
- ★ Highly effective communication skills, including the ability to de-escalate situations.
- ★ Sound ability to apply discretion and confidentiality consistently.

- ★ Demonstrated experience working with young people, especially those at risk, disengaged or street-present.
- ★ An understanding of youth development, trauma-informed practice and behaviour management strategies.
- ★ Ability to build rapport and maintain positive, professional relationships with young people from diverse backgrounds.
- ★ Knowledge of local youth issues, social factors and community services relevant to the Carnarvon region.
- ★ Ability to work independently and make sound decisions in dynamic or high-pressure situations.

DESIRABLE CRITERIA

- ★ Flexibility to work rostered hours according to operational requirements, including some weekend work.

POSITION COMPETENCIES

Experience	
Focus of Role	Administrative
Experience Level	Knowledge gained through a combination of education, training or experience
Tasks	
Context Method	Standard application within field of expertise or depth / breadth of technical, trade or administrative expertise
Skill Level	Written and communication skills involving numerical skills, organising skills, data collection, or other operational skills.
Judgement and problem Solving	
Problem Solving	Solve standard problems within an established framework.
Judgement	Interpret and apply from a combination or range of responses within an established framework.
Supervision and Independence	
Level of Supervision	Routine direction is given on tasks with some latitude given. Checking is selective rather than constant.
Organisational Relationships and Impact	
Work Area Relationships	Detailed knowledge of the interaction between work unit policies, systems and procedures and policies in other areas, make recommendations for improvement where the impact on related policies and activities is considered.
Public/Other Staff Relationships	Provide advice or assistance based on depth of knowledge, including information on procedure, rules or techniques.
Impact	Decisions made directly impact own work area and related work areas
Interpersonal Skills	Proficient Communication Skills with ability to identify, understand, and adapt to different communication styles.
Job Competencies	
Time Management	Advanced: Able to manage multiple competing tasks and prioritise amongst a range of functions. May assist others with time management.
Conflict Resolution	Intermediate: Able to handle a range of routine and usual requests from staff or members of the public and resolve minor differences of opinion and/or requiring further explanation.
Planning & Organisation Skills	Advanced: Implements tools to keep track of a wide range of tasks, priorities and due dates. Manages and plans own work, may supervise or direct work of others in a single business unit.
Safety Procedures	Fundamental: Applies JSAs, SWMS and other safety procedures to own work and immediate work area. Maintains a safe workplace and actively participants in hazard identification and reporting.

Administration Skills	Advanced: Able to set up administrative processes, including record keeping, filing, and tracking systems and train others in the use of these processes and systems.
Equipment Operation	N/A
Supervision Skills	N/A
Project Management	Fundamental: Maintain records, filing systems, contract details, variation records and other support and control mechanisms within a project based environment.
Policy and Procedure Development	Intermediate: Research, develop and recommend / suggest changes for internal procedures or work processes which impact on the section or department.
Policy or Legislative Interpretation	Advanced: Require a conceptual understanding of policy and interpretation in the application of policy or precedent.
Report Writing	Advanced: Research, develop, and write detailed and non-standard reports in their field of expertise. Contribute to, or write subject to review, reports to Council or external regulatory authorities.
Budgeting Skills	Fundamental: Coordinate and adhere to set budgets in purchasing at a higher level than generating purchase orders. May provide some general feedback in respect to the budget derived from operational responsibilities.
Customer Service Skills	Proficient: Effectively communicate with clients and members of the public and in the resolution of routine and usual matters.
Decision Making Skills	Fundamental: Decisions made impact on local work areas and team.
Management Skills	N/A

PREEMPLOYMENT SCREENING REQUIRED FOR THIS ROLE

- ★ National Police Clearance - Less than 6 months old
- ★ Pre-employment Medical Screening
- ★ Alcohol and Other Drug screening
- ★ Commitment to the Shire's values and Code of Conduct

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.