

Melton City Council

Youth Early Intervention Officer

Position Description

PD: 00759

A welcoming and liveable
City accessible to all

1. Position details

Position Title	Youth Early Intervention Officer
Directorate	City Life
Business Unit	Child, Families and Youth
Position Classification	Band 6
Enterprise Agreement	Melton City Council Enterprise Agreement No 10 2022 - 2026 or any successor enterprise agreement.

2. Organisational relationships

Reports to	Coordinator Young Communities
Supervises	Nil
Internal liaisons	• Child, Families and Youth staff • Council staff and Councillors • Council Departments
External liaisons	• Government departments & funding agencies • Community organisations and youth service providers • Young people, families and other community stakeholders

3. Our Organisation

1. Council Values

Our Values; Vibrant Melton or **M**otivate, **E**mpower, **L**ead, **T**rust **O**pen and **N**urture represent how we behave and operate in all our interactions with community and each other. At Melton City Council our diversity is our strength. We foster an inclusive workplace where everyone, regardless of who they are or what they do for our organisation, is equally involved and supported in all areas of Council.

2. Occupational Health and Safety

Each employee has the right to a safe working environment and should advise their Manager/ Supervisor of any risk or condition which could result in accident or injury. Each employee is responsible for their own health and safety; to adhere to Melton City Council procedures and actively participate in appropriate safety education and evaluation activities.

3. Melton City Council Policies and Procedures

Our policies and procedures are set out in various documents located throughout the organisation and electronically on the intranet. It is the responsibility of each employee to familiarise themselves with these policies, procedures, including our Employee Code of Conduct.

4. Child Safe Environment

Melton City Council is committed to being a child safe organisation and has Zero tolerance for child abuse. Melton City Council is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. It is the responsibility of each employee to familiarise themselves with the Child Safe policy and procedure, including the Child Safe Code of Conduct.



5. General Information

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

4. Position objectives

- Lead the delivery, coordination and review of the Uturn 193 Project, providing targeted crime prevention and early intervention responses for young people aged 10-25 years to reduce offending and strengthen engagement in education, training, employment and community.
- Develop and strengthen partnerships with community, government and stakeholders to deliver effective crime prevention initiatives, enhance community engagement and improve outcomes for young people.

5. Key responsibility areas

- Lead and coordinate the delivery of the Uturn 193 project, ensuring programs, interventions and activities align with Council priorities, identified community needs, project objectives and relevant funding and legislative requirements.
- Develop, implement and evaluate targeted early intervention and crime prevention initiatives for young people aged 10–25, responding to identified risk factors and emerging trends to reduce offending and strengthen positive community participation.
- Provide generalist youth work support to young people and partner organisations, using appropriate approaches to address vulnerability and disadvantage
- Develop and maintain effective partnerships with key stakeholders to implement proactive, long-term strategies that support coordinated responses, early intervention and positive, sustainable outcomes for young people.
- Undertake assessment, engagement and support of program participants, applying professional judgement, appropriate interventions strategies, risk assessments and referral pathways to respond to complex and changing needs.
- Plan and coordinate project activities, resources and priorities, monitoring progress against agreed milestones, outcomes and funding requirements and identifying issues that may impact successful delivery.
- Develop and implement project transition and sustainability strategies identifying opportunities to maintain service and support for young people through alternative service providers, community partnerships, existing Council resources and other delivery models to support continuity of outcomes beyond the life of the project.
- Identify and manage participant, program and operational risks, implementing appropriate controls and escalating issues where required to support the safety and wellbeing of young people, staff and community.
- Lead and contribute to the planning and continuous improvement of youth programs addressing emerging trends, using participant feedback, community needs, data and stakeholder input to inform program development, planning and delivery.
- Monitor, analyse and report on project and participant outcomes, using data, feedback and community information to identify trends, assess effectiveness and make recommendations to improve programs and service delivery.

- Perform other duties and tasks that could reasonably be expected of the position in accordance with the multi-skilling clause of the Melton City Council Enterprise Agreement.

6. Accountability and extent of authority

- Freedom to manage resources is governed by clear objectives and budgets with a regular reporting mechanism, the effect of actions taken is usually limited to the quality or cost of programs or projects.
- Freedom to provide specialist advice or regulate clients is subject to regulations, policies and regular supervision, decisions and actions taken on individual clients may be significant but usually subject to appeal or review.
- Capable of providing formal input into policy development within the area of expertise.

7. Judgement and decision making

- Perform usually specialised work through the application of methods, procedures and processes developed from theory or precedent.
- Ability to develop or improve methods and techniques based on previous experience and applying these techniques to new situations to solve problems.
- Guidance and advice are usually available.

8. Specialist knowledge and skills

- Proficient in the application of a theoretical or scientific discipline, including the underlying principles as distinct from practices.
- Understanding of the long-term goals of the business unit and of the relevant policies applicable to the business unit and wider organisation.
- Familiarity with the relevant budgeting techniques.

9. Management skills

- Highly developed skills in managing time, setting priorities, planning and organising own work, and that of others where required, to efficiently achieve specific and set objectives within the available resources and timeframes.
- Demonstrated understanding and capability to implement personnel practices such as Equal Employment Opportunity, Occupational Health and Safety and employee development processes if required to manage employees.

10. Interpersonal skills

- Ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of defined activities.
- Demonstrated ability to liaise with counterparts in other organisations to discuss specialist matters and with other employees within Council to resolve intra-organisational problems.

11. Qualifications and experience

- Tertiary qualifications in Social Work, Youth Work, Welfare, Community Service or related discipline with some relevant experience or lesser formal qualifications with substantial experience.
- Demonstrated experience in partnership and project coordination including working with government and community organisations, managing grant requirements, coordinating consortium arrangements and supporting procurement processes.
- Current Working with Children's Check and Current valid unrestricted Victorian drivers licence.

12. Key Selection Criteria

1. Tertiary qualifications in Social Work, Youth Work, Welfare, Community Service or related discipline with some relevant experience or lesser formal qualifications with substantial experience.
2. Demonstrated experience in developing, coordinating, delivering and evaluating youth programs or projects, with the ability to identify community needs, respond to emerging issues and achieve positive outcomes for young people.
3. Highly developed stakeholder engagement and partnership building skills, with demonstrated ability to establish and maintain effective partnerships with young people, families, schools, community organisations, government agencies and internal Council teams.
4. Demonstrated experience in providing strengths-based, trauma-informed and culturally responsive case management and early intervention support to young people experiencing vulnerability, and/or identified risk factors associated with disengagement, offending or contact with the justice system.
5. Demonstrated project coordination and organisational skills, including experience working within funding or grant agreements, monitoring project outcomes and milestones, supporting procurement processes, managing risks and maintaining accurate records and reporting.

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Manager Child, Families
and Youth

October 2026

Approved by Position Title

Date Approved

Incumbent's name

Signature

Date