

Youth Engagement Officer

Department for Child Protection

OFFICIAL

*Nurturing happy, healthy kids so they
can grow up safe and reach their full potential.*

CLASSIFICATION:

CPW3

REPORTS TO:

Supervisor

ROLES REPORTING TO THIS ROLE:

Nil

DIRECTORATE:

North

FTE:

0.6

ABOUT THIS ROLE:

The Youth Engagement Officer is a role within the Department for Child Protection (DCP) and is accountable to the Supervisor. Under professional direction, the position is responsible for undertaking essential activities required to support the ongoing operation of a Youth Advisory Council (YAC) in the North Region. The role is responsible for providing administrative and facilitation services that will develop and maintain the YAC. This includes building relationships with key stakeholders, such as young people, coordinating and overseeing regular YAC meetings and developing and implementing projects/activities associated with the YAC.

YOU WILL BE ADDING VALUE BY:

1. Provide oversight and direction to the YAC through organisation and facilitation of regular meetings, scheduling activities and liaising with possible guest attendees. [...]
2. Effectively communicate and maintain positive relationships with young people who have had a care experience, their families and case managers.
3. Provide administrative services to support operation of the YAC, including organisation of meetings and activities within a specified budget, maintaining records, scheduling transport and processing payments.
4. Design and deliver a range of recreational and youth advocacy programs in collaboration with young people on the YAC.
5. Support children and young people to provide their input on services that impact them, through consultation and collaboration.
6. Communicate and collaborate with external stakeholders and operational staff to support young people's participation in YAC meetings and activities.
7. Provide services that are inclusive of Aboriginal people and people from culturally and linguistically diverse backgrounds and engage in learning about other cultures to better establish relationships and improve services.
8. Contribute to the development, implementation and continuous improvement of policies, programs and projects.
9. Adhere to the provisions of relevant legislative requirements.
10. Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.
11. Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards, and injuries in accordance with DCP policy & procedure and cooperating and complying with reasonable instructions of DCP line management and WHS Officers.



Government of South Australia
Department for Child Protection

WHO YOU WILL WORK WITH:**Internal**

- Supervisor (line manager)
- Office Manager, Salisbury DCP Office
- Regional Director, North Region
- Regional Manager, North Region
- Directorate Business Manager, North Region
- Senior Program Officer, Child and Youth Engagement, Quality and Safeguarding
- Business Manager, Salisbury DCP Office
- Other DCP Offices
- Other business units within DCP

External

- Local government agencies
- Other government and non-government organisations

QUALIFICATIONS**Essential:** Nil**Desirable:** Nil**YOUR CAPABILITIES:**

- Ability to respectfully and effectively build rapport and maintain engagement with young people with a care experience.
- Experience in effectively dealing with conflict situations involving complex and sensitive issues.
- Proven ability to develop and maintain positive, collaborative and respectful working relationships with government, non-government and service providers to support child safety and youth empowerment.
- Demonstrated ability to effectively communicate both verbally and in writing with key stakeholders, including young people.
- High level organisational and administrative skills and ability to arrange and facilitate youth consultation groups.
- Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment.



OUR COLLECTIVE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Understand and follow the requirements of confidentiality within the *Children and Young People (Safety) Act 2017*, and whole of government and DCP policies, procedures and practice guidance to facilitate appropriate standards of confidentiality and information sharing practice.
- Actively participate in performance development processes.
- Comply with reporting obligations arising from legislation, professional conduct standards including the Code of Ethics for the South Australian Public Sector, and departmental policies, procedures and practice guidance.
- Undertake mandatory training activities as specified with the DCP Mandatory Training Procedure.
- Actively contribute to Reconciliation, and to the aims and objectives of the Aboriginal & Torres Strait Islander Child Placement Principle.
- Demonstrate a commitment to preventing gendered violence against women consistent with DCP's status as a White Ribbon Accredited Workplace.
- Maintain the Program Standards of White Ribbon Reaccreditation.
- Actively support DCP's commitment to ensuring a workplace culture that is respectful, safe and inclusive where our employees are free from discrimination and are recognised for the individual and collective skills and perspectives that they bring by virtue of culture, race, gender, disability, age, sexual orientation, gender identity, intersex status and other differences.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.

SPECIAL CONDITIONS

- You must have, or gain, a current Department of Human Services working with children check prior to being employed and renew this every five years before expiry.
- You must be an Australian resident or provide evidence that you have a current work permit.
- You will need to undertake training in Child Safe Environments – Reporting Child Abuse and Neglect and other mandatory training as required.
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Supervisor.
- You may be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.
- Some out of hours work may be required.
- Hold a current Australian driver's licence and a willingness to drive is essential.
- Some intra/interstate travel (including in a small aircraft) including overnight stay may be required.



YOU WILL CONTRIBUTE TO



OUR VISION is for all children and young people to grow up safe, healthy, connected and feeling loved so they reach their full potential.



OUR PURPOSE: The Department for Child Protection protects, cares for and empowers children and young people at risk and in care. We do this by working together with our key partners to respond to abuse and neglect, keep children and young people safe from further harm, help them heal from trauma and reach their full potential.



Leaders in practice excellence

Staff in all parts of child protection develop and use best practice in their work to deliver improved outcomes for children, young people, carers, and families.



Closing the Gap

We commit to a transformed child protection system that makes active efforts and where Aboriginal people and communities are empowered to lead decision making about the care and wellbeing of Aboriginal children and young people.



A child protection system that meets the needs of children and young people

We commission and deliver services based on a deep understanding of the needs of children and young people in care and our aspirations for them to heal from trauma and reach their full potential.



A thriving workforce

We are future focused in our workforce strategy, supporting and valuing our staff, proactively recruiting, and establishing sustainable systems, processes and workplaces that enable us to be highly effective.



Active and collaborative partnerships

We work together with our service partners and alongside the community to improve outcomes for children, young people, carers, and families.



Working alongside carers

We respect and value carers as vital partners in keeping children and young people safe and well.



Quality services and safeguarding

We are accountable and transparent, and pursue continuous improvements to promote the safety and wellbeing of children and young people throughout the services we fund and provide.

CERTIFIED CORRECT AUGUST 2026



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Department for Child Protection