



Job Description

Position Title	Youth Educator/Project Officer
SHQ Level	SHQ Level 4-5 (negotiable according to skills and experience)
Employment Status	Casual
Department	Information and Education Unit
Reports to	Director of Information and Education
Direct Reports	Nil
Primary Purpose	To work with the Information and Education Unit to promote the sexual health and wellbeing of young people. Specific duties and responsibilities will be negotiated.

Key Responsibilities

Participate in structured training program

Participate in the development, promotion, delivery and evaluation of sexual health education programs for young people, including at risk young people

Contribute to youth engagement strategy development

Contribute to consumer engagement activities

Prepare for and participate in community events promoting youth sexual health

Assist with development, collation and distribution of health promotion resources

Develop and maintain effective networks and collaborative working relationships with the youth sector and other professionals and organisations working with young people

Assist with provision of information, training and support for people working with young people to promote sexual health as required

Represent SHQ in various ways with individuals, agencies and organisations whose work is relevant to the goals and activities of SHQ.

Organisational Responsibilities

Ensure all records created and received are saved and maintained accurately in SHQ approved systems and formats.

Maintain a healthy and safe work environment as per code of practice.

Comply with SHQ's policies, procedures and code of ethics.

Other duties as required from time to time and that are within scope

Other Requirements	<ul style="list-style-type: none">▪ A National Police Clearance and Working with Children Check (if working with under 18s) are a requirement for this position.▪ Current certificate of immunisation and or evidence of immunity for (Hepatitis B, Influenza, Pertussis, Measles Mumps and Rubella, Varicella and Tuberculosis Status) (dependent on role) <p>NB: A criminal or other record does not automatically preclude an applicant from employment.</p>
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Position holder's signature		Date:	
Manager's signature		Date:	