




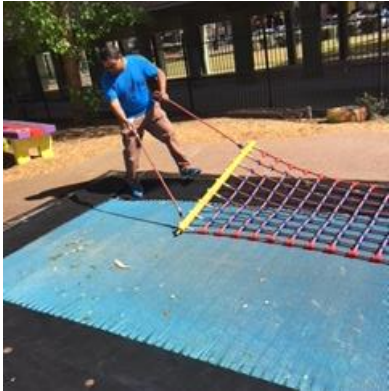


Job Title:	Child and Youth Community Wellbeing Hub Program Officer (Band 5)
Role Overview:	The Child and Youth Community Wellbeing Hub (the Hub) Program Officer assists the Team Leader to ensure the consistent provision of activities and programs to enhance the psychosocial wellbeing of children on the Horace Petty and surrounding Office of Housing Estate. This position also provides information, support and referral services for vulnerable children and young people within the context of family.
Hours of work:	<ul style="list-style-type: none"> • Typical working days are Monday to Thursday or Tuesday to Friday (4 days per week, 7.6 hours per day). • Shift times are generally 9:00am to 3:00pm or 7:00am to 3:00pm.
Breaks:	<ul style="list-style-type: none"> • 30-minute lunch break
Workplace/location/ environment:	<p>The Hub Program Officer role is performed onsite at 1/22 Little Chapel Street Prahran as well offsite venues within the City of Stonnington location.</p> <p>The workplace consists of indoor and outdoor environments that range from exposed open air locations to indoor facility locations. The environmental factors that the Hub Officers are exposed to whilst completing work tasks include:</p> <ul style="list-style-type: none"> • Exposure to weather conditions when working outdoors including sunlight, heat, humidity, cold, rain, wind, varying temperature conditions depending on season. • Controlled temperature and ventilation within an indoor environment. • Open spaces in the presence of co-workers and clients. • Uneven surfaces when working outdoors. • Computer based and sedentary workstations.
Essential Tasks of the Role:	<p>The Hub Program Officer is required to develop, implement and evaluate the Hub programs and activities (in conjunction with the Team Leader). Staff are required to lead and supervise a broad range of activities that are responsive to the specific needs and positive development of children and young people living on the Horace Petty and surrounding Office of Housing Estates. The following essential tasks are required for the role:</p> <ul style="list-style-type: none"> ➤ Opening and closing trampoline <ul style="list-style-type: none"> ○ Dragging chain net off and on trampoline. ○ Supervising clients using trampoline. ➤ Basketball court set up <ul style="list-style-type: none"> ○ Carrying equipment to and from shed to basketball court ○ Set up and pack up of activities for clients. ○ Raising and lowering basketball ring. ○ Maintenance of equipment in shed. ➤ Fence checks <ul style="list-style-type: none"> ○ Walking around outdoor fence area and checking for potential safety hazards.

	<ul style="list-style-type: none"> ○ Picking up and disposing objects that are potential safety hazards (e.g. syringes, needles, tree branches) ➤ Kitchen / undercover area <ul style="list-style-type: none"> ○ Lifting and carrying equipment ○ Moving equipment and furniture in kitchen / undercover area ○ Food preparation ○ Pushing / pulling wheelie bins and trolleys of groceries ○ Opening / closing garage door ○ Accessing items from storage boxes and cupboards ➤ Carrying equipment from office to hub and offsite <ul style="list-style-type: none"> ○ Transporting various equipment (e.g. art and craft items, trestle tables) from office to hub and various locations offsite (e.g. princess garden or community room). ➤ Computer based duties <ul style="list-style-type: none"> ○ Performing computer-based tasks and administrative duties in the office. ○ Printing, scanning and fax operations. ➤ Driving the Stonnington bus with participants, driving the work car to appointments/meetings. <p>In additional to this, staff are also required to participate in activities with client and administer first aid as required.</p>	
Equipment/tools:	<ul style="list-style-type: none"> • Recreational / sporting equipment • Kitchen utensils • Cookware • Leaf blower • Art and craft items • Tables and chairs 	<ul style="list-style-type: none"> • Cleaning equipment • Trolleys / Bins • Computer - hard drive and monitors • Keyboard / mouse / telephone • Desk • Stationary items
PPE:	<ul style="list-style-type: none"> • Enclosed footwear • Hat and sunscreen • Sun protective clothing 	<ul style="list-style-type: none"> • Eye protection (e.g. sunglasses) • Rain jackets and coats • Protective gloves
Overall Role Classification:	Medium Work	

Task Analysed	OPENING / CLOSING TRAMPOLINE					
Frequency scale	R = Rarely (5%, once weekly to 3 min/ hr) I = Intermittently (6-12%, 1 x every 2.5 hours) O = Occasional (13-33%, 1 x every 30 minutes) F = Frequent (34-66% 1 x every 2 minutes) C = Constant (67-100% 1 x every 15 seconds) 					
Critical Physical Demands	R	I	O	F	C	Comments
Body Posture						
Standing					●	Constant requirement to stand whilst setting / packing up activity for clients.
Sitting			●			Occasional sitting required when supervising clients participating in trampoline activity.
Neck flexion			●			Occasional neck flexion required when setting / packing up activity and when supervising clients.
Stooping or bending forward		●				Intermittent bending forward required to unlock and lock chain net on trampoline.
Spinal rotation (twisting)		●				Intermittent twisting of spine required when dragging chain net off and on trampoline.
Reaching above shoulder						Not required.
Reaching below shoulder level			●			Occasional reaching below shoulder level with both upper limbs required to unlock chain net with keys and drag chain net on and off trampoline.
Horizontal reaching >30cm from body			●			Occasional horizontal reaching >30cm from body required when dragging chain net on and off trampoline.
Reaching behind body						Not required.
Kneeling / squatting		●				Intermittent kneeling and squatting required using keys to unlock and lock chain net on trampoline.
Mobility						
Climbing step(s) / platform						Not required.
Walking				●		Frequent walking short distances of 10 metres (approximately) required to open and close trampoline as well as when supervising clients using the trampoline.
Walking over uneven surfaces				●		Frequent walking over uneven outdoor surface (bark mulch) is required.
Ladder climbing						N/A
Manual Handling						
Unilateral carry			●			Occasional unilateral carry required to drag chain net off and on trampoline (approximately 15 kilograms).
Bilateral carry						Not required
Lifting 0kg - 4.5kg						Not required
Lifting 4.5kg - 9kg						Not required







Lifting 9kg - 22kg			●		Occasional lifting of chain net required (approximately 15 kilograms).
Lifting 22kg - 45kg					Not required
Lifting 45kg+					Not required
Lifting with weight away from body <10kg					Not required
Lifting with weight away from body >10kg			●		Occasional requirement to lift up to 15kg away from the body when pulling chain net off and onto trampoline.
Lowering a vertical distance > 25cm from waist to floor					Not required
Lifting a vertical distance > 25cm from waist to shoulder					Not required
Handling unstable objects					Not required
Pushing / pulling				●	Frequent pulling force (moderate) required to drag chain off and on trampoline.
Sustained / repetitive grip				●	Frequent sustained gripping of handles on chain required.
Tool use					Not required
Exposure to vibration					Not required

Unlocking/locking chain net using keys	Dragging chain net off trampoline	Dragging chain net onto trampoline
	 	

Task Analysed	BASKETBALL COURT SET UP					
Frequency scale	R = Rarely (5%, once weekly to 3 min/ hr) I = Intermittently (6-12%, 1 x every 2.5 hours) O = Occasional (13-33%, 1 x every 30 minutes) F = Frequent (34-66% 1 x every 2 minutes) C = Constant (67-100% 1 x every 15 seconds) 					
Critical Physical Demands	R	I	O	F	C	Comments
Body Posture						
Standing					●	Constant requirement to stand whilst setting / packing up activity for clients.
Sitting		●				Intermittent sitting may be required when supervising clients.
Neck flexion				●		Frequent neck flexion required when obtaining items in the shed and when setting / packing up of activities.
Stooping or bending forward				●		Frequent bending forward required when picking up various equipment in the shed for set up of activities.
Spinal rotation (twisting)		●				Intermittent twisting of spine required when lifting equipment off shelves in shed.
Reaching above shoulder			●			Occasional reaching above shoulder when accessing equipment off shelves at higher levels in the shed.
Reaching below shoulder level				●		Frequent reaching below shoulder level with both upper limbs required when gathering various equipment from shelves in the shed for set up of activities.
Horizontal reaching >30cm from body				●		Frequent reaching below shoulder level with both upper limbs required when gathering various equipment from shelves in the shed for set up of activities. Also required when setting up the basketball ring.
Reaching behind body						Not required
Kneeling / squatting			●			Occasional squatting / kneeling required when gathering equipment in the shed from floor level to set up activities and when using air pump for basketballs.
Mobility						
Climbing step(s) / platform						Not required.
Walking				●		Frequent walking between shed and basketball court area to set up activities (approximately 15 metres).
Walking over uneven surfaces				●		Frequent walking over uneven outdoor surface (bark mulch, grass and dirt)
Ladder climbing			●			Occasional ladder climbing required when accessing playhouse.
Manual Handling						

Unilateral carry				●	Frequent requirement for unilateral carrying of equipment (maximum weight of 15kg e.g. gas bottle) from shed to basketball court (approx. 15m).
Bilateral carry				●	Frequent requirement for unilateral carrying of equipment (maximum weight of 10-15kg e.g. speaker) from shed to basketball court (approx. 15m).
Lifting 0kg - 4.5kg				●	Frequent requirement to lift items of equipment in the shed up to 4.5kg; including: <ul style="list-style-type: none"> Boxes of sports equipment Bags of balls Hula hoops Equipment is predominantly lifted from floor height however, can also be obtained from shelves at waist and shoulder heights.
Lifting 4.5kg - 9kg				●	Frequent requirement to lift items of equipment in the shed up to 9kg; including: <ul style="list-style-type: none"> Boxes of sports equipment Floor mats Bags of sports equipment Equipment is predominantly lifted from floor height however, can also be obtained from shelves at waist and shoulder heights.
Lifting 9kg - 22kg			●		Occasional requirement to lift items of equipment in the shed up to 22 kg; including: <ul style="list-style-type: none"> Speaker Water jugs Scoters / bikes Equipment is predominantly lifted from floor height however, can also be obtained from shelves at waist and shoulder heights.
Lifting 22kg - 45kg	●				Lifting and carrying trestle table (weighing approx. 40kg) for events (two person lift required). This is required approximately five times per year.
Lifting 45kg+	●				Lifting and carrying dance mat (weighing 45kg+) for clients to perform activities on (three person lift required).
Lifting with weight away from body <10kg				●	Frequent requirement to lift <10kg away from the body to lift equipment items from shelving in the shed and vice versa.
Lifting with weight away from body >10kg				●	Frequent requirement to lift >10kg away from the body to lift equipment items from shelving in the shed and vice versa.

Lowering a vertical distance > 25cm from waist to floor				●	Frequent requirement to lower items from waist to floor when placing equipment items on lower shelves in the shed and outdoor ground surfaces.
Lifting a vertical distance > 25cm from waist to shoulder			●		Occasional requirement to lift to a vertical distance >25cm from waist to shoulder height when placing equipment on higher shelves in the shed.
Handling unstable objects					Not required
Pushing / pulling		●			Intermittent requirement to push / pull when using a trolley to transport equipment.
Sustained / repetitive grip				●	Frequent sustained hand grips whilst lifting and carrying equipment as well as raising and lowering basketball ring.
Tool use					Not required
Exposure to vibration					Not required

Climbing up and down ladder to access playhouse	Raising / lowering basketball ring	Reaching for equipment in the shed
		
Reaching for items on shelf at shoulder height	Lifting and carrying bags of equipment	Using air pump on basketball
		

Task Analysed	FENCE CHECKS					
Frequency scale	R = Rarely (5%, once weekly to 3 min/ hr) I = Intermittently (6-12%, 1 x every 2.5 hours) O = Occasional (13-33%, 1 x every 30 minutes)			F = Frequent (34-66% 1 x every 2 minutes) C = Constant (67-100% 1 x every 15 seconds)		
Critical Physical Demands	R	I	O	F	C	Comments
Body Posture						
Standing					●	Constant requirement to stand and observe fence area for safety hazards and general maintenance.
Sitting						Not required.
Neck flexion / rotation					●	Constant neck flexion and rotation required when looking down to observe fence area for safety hazards and general maintenance.
Stooping or bending forward				●		Frequent bending forward / stooping required to pick up objects from the ground.
Spinal rotation (twisting)			●			Occasional twisting of the body required when dragging items (e.g. tree branches) away from fence away.
Reaching above shoulder						Not required.
Reaching below shoulder level				●		Frequent reaching forward required when picking up various items from the ground.
Horizontal reaching >30cm from body			●			Occasional horizontal reaching forward >30cm from body with unilateral and bilateral upper limbs required when picking up items from the ground.
Reaching behind body						Not required.
Kneeling / squatting			●			Occasional squatting required whilst: <ul style="list-style-type: none"> Observing fence area for safety hazards Picking up items from the ground
Mobility						
Climbing step(s) / platform						Not required.
Walking					●	Constant walking required whilst looking for potential safety hazards (e.g. sharp items, tree branches) around fence area.
Walking over uneven surfaces				●		Frequent requirement to walk on uneven surfaces (e.g. grass and bark chips) when walking on outdoor surface and performing safety / maintenance checks of fence area.
Ladder climbing						N/A
Manual Handling						
Unilateral carry				●		Frequent requirement to lift items such as leaf blower, sharp object and rubbish using one upper limb.

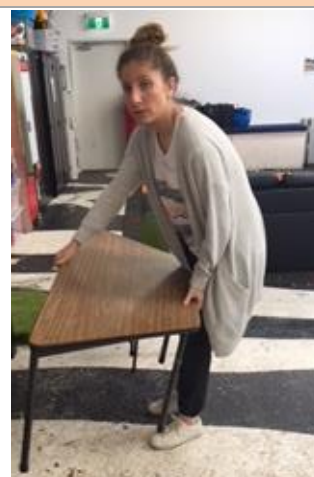
Bilateral carry			●			Occasional requirement to lift items such as tree branches using both upper limbs.
Lifting 0kg - 4.5kg				●		Frequent requirement to lift up to 4.5kg; this extends to: <ul style="list-style-type: none"> • Leaf blower • Needles and syringes • Rubbish items
Lifting 4.5kg - 9kg			●			Occasional requirement to lift objects weighing between 4.5kg - 9kg (e.g. tree branches).
Lifting 9kg - 22kg						Not required.
Lifting 22kg - 45kg						Not required.
Lifting 45kg+						Not required.
Lifting with weight away from body <10kg				●		Frequent requirement to lift <10kg away from the body to lift various objects from the ground and dispose.
Lifting with weight away from body >10kg			●			Lifting with weight away from body >10kg is not required.
Lowering a vertical distance > 25cm from waist to floor						Not required.
Lifting a vertical distance > 25cm from waist to shoulder						Not required.
Handling unstable objects						Not required.
Pushing / pulling			●			Occasional pulling force required to drag tree branches and poles away from fence area.
Sustained / repetitive grip			●			Occasional requirement for sustained hand grip whilst dragging items (e.g. tree branches) away from fence area for general maintenance.
Tool use				●		Frequent use of leaf blower required.
Exposure to vibration						Not required.

Task Analysed	KITCHEN / UNDERCOVER AREA					
Frequency scale	R = Rarely (5%, once weekly to 3 min/ hr) I = Intermittently (6-12%, 1 x every 2.5 hours) O = Occasional (13-33%, 1 x every 30 minutes)			F = Frequent (34-66% 1 x every 2 minutes) C = Constant (67-100% 1 x every 15 seconds)		
Critical Physical Demands	R	I	O	F	C	Comments
Body Posture						
Standing					●	Constant requirement to stand whilst completing all tasks in kitchen / undercover area.
Sitting						Not required.
Neck flexion / rotation / extension					●	Frequent movements of neck in all directions required whilst performing all tasks in kitchen / undercover area.
Stooping or bending forward				●		Frequent bending forward / stooping required whilst: <ul style="list-style-type: none"> • Moving equipment in kitchen / undercover area. • Obtaining items from storage boxes, cupboards and cabinets at ground level. • Cleaning and tidying area. • Performing food preparation at low benches.
Spinal rotation (twisting)			●			Occasional twisting of the body required whilst: <ul style="list-style-type: none"> • Cleaning and tidying area. • Moving equipment in kitchen / undercover area.
Reaching above shoulder			●			Occasional reaching above shoulder required whilst: <ul style="list-style-type: none"> • Opening / closing roller door. • Reaching for items in kitchen cupboards.
Reaching below shoulder level					●	Constant reaching below shoulder level required when performing all tasks in kitchen / undercover area.
Horizontal reaching >30cm from body				●		Frequent horizontal reaching forward >30cm from body with unilateral and bilateral upper limbs required whilst: <ul style="list-style-type: none"> • Reaching for items in cupboards, storage boxes and cabinets. • Opening / closing garage roller door • Performing cleaning chores (e.g. vacuuming, mopping).
Reaching behind body		●				Intermittent reaching behind body required whilst: <ul style="list-style-type: none"> • Pulling / dragging trolleys of groceries. • Pulling / dragging rubbish bins out.
Kneeling / squatting			●			Occasional kneeling / squatting required whilst: <ul style="list-style-type: none"> • Accessing items in cupboards, storage boxes and cabinets at ground level. • Unlocking and locking garage roller door.

Mobility						
Climbing step(s) / platform						Not required.
Walking					●	Constant walking required around kitchen / undercover area to perform all tasks.
Walking over uneven surfaces		●				Intermittent walking over uneven surfaces (grass, bark chips) is required when dragging grocery trolleys and rubbish bins from kitchen / undercover area to outside area.
Ladder climbing	●					Rare climbing up and down step ladder may be required to access items above shoulder height in kitchen area.
Manual Handling						
Unilateral carry				●		Frequent requirement to lift items such as kitchen utensils, food, beverages, cookware and recreational equipment using one upper limb.
Bilateral carry			●			Frequent requirement to lift items such furniture and recreational equipment with both upper limbs.
Lifting 0kg - 4.5kg				●		Frequent requirement to lift up to 4.5kg; this extends to: <ul style="list-style-type: none"> • Kitchen utensils, food, beverages and cookware • Recreational equipment
Lifting 4.5kg - 9kg				●		Frequent requirement to lift objects weighing between 4.5kg - 9kg; this extends to: <ul style="list-style-type: none"> • Recreational equipment • Furniture (e.g. chairs).
Lifting 9kg - 22kg			●			Occasional requirement to lift objects weighing between 9kg - 22kg; this extends to: <ul style="list-style-type: none"> • Furniture (e.g. tables).
Lifting 22kg - 45kg	●					Rare lifting of foosball table weighing between 22kg-45kg (two person lift required).
Lifting 45kg+						Not required.
Lifting with weight away from body <10kg				●		Frequent requirement to lift <10kg away from the body to lift various items (e.g. food and beverages, kitchen items and recreational equipment).
Lifting with weight away from body >10kg						Lifting with weight away from body >10kg is not required.
Lowering a vertical distance > 25cm from waist to floor		●				Intermittent requirement to lower items from waist to floor when placing items in lower cupboards and storage boxes.
Lifting a vertical distance > 25cm from waist to shoulder						Intermittent requirement to lift from waist to shoulder height when placing items in higher cupboards.
Handling unstable objects						Not required.

Pushing / pulling			●		Occasional pushing and pulling force required whilst: <ul style="list-style-type: none"> • Transporting trolleys of groceries and wheelie bins. • Vacuuming, mopping and sweeping. • Dragging tables. • Opening and closing garage door and glass sliding door.
Sustained / repetitive grip				●	Frequent requirement for sustained hand grip whilst: <ul style="list-style-type: none"> • Handling kitchen items and completing food preparation duties. • Lifting and carrying items in kitchen / undercover area • Pushing / pulling trolleys and wheelie bins • Performing cleaning duties (e.g. vacuuming, mopping).
Tool use					Tool use is not required.
Exposure to vibration					No exposure to vibration.

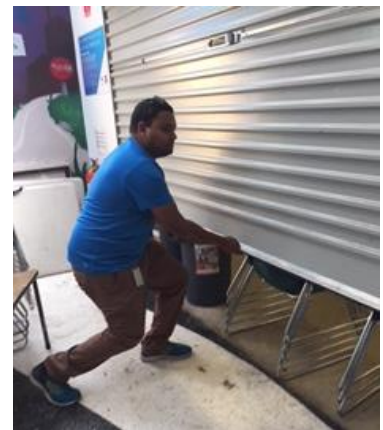
Moving equipment and furniture in kitchen / undercover area



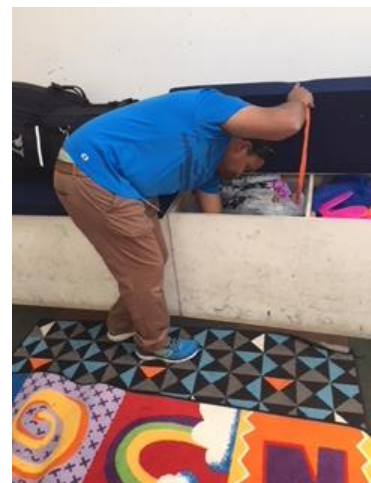
Food preparation

Pushing / pulling wheelie bins and trolleys of groceries

Opening / closing garage door



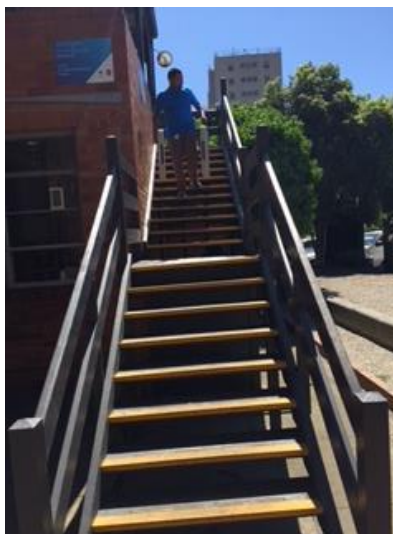
Accessing items from storage boxes and cupboards



Task Analysed	CARRYING EQUIPMENT FROM OFFICE TO HUB AND OFFSITE					
Frequency scale	R = Rarely (5%, once weekly to 3 min/ hr) I = Intermittently (6-12%, 1 x every 2.5 hours) O = Occasional (13-33%, 1 x every 30 minutes) F = Frequent (34-66% 1 x every 2 minutes) C = Constant (67-100% 1 x every 15 seconds)					
Critical Physical Demands	R	I	O	F	C	Comments
Body Posture						
Standing				●		Frequent requirement to stand when gathering equipment
Sitting						Not required.
Neck flexion / rotation				●		Frequent neck flexion and rotation required when walking from office to hub.
Stooping or bending forward			●			Occasional bending forward / stooping required when picking up and lowering equipment items.
Spinal rotation (twisting)			●			Occasional twisting of the body required when gathering equipment and carrying from office to hub.
Reaching above shoulder						Not required.
Reaching below shoulder level				●		Frequent reaching below shoulder level required when gathering items from shelves and storage areas in the office.
Horizontal reaching >30cm from body			●			Occasional horizontal reaching forward >30cm from body with unilateral and bilateral upper limbs required when picking up items from the ground and reaching into cupboards to access items.
Reaching behind body						Not required.
Kneeling / squatting						Not required.
Mobility						
Climbing step(s) / platform				●		Frequent climbing up and down steps is required when carrying equipment from office to hub and to other locations.
Walking					●	Constant walking is required when carrying equipment from office to hub and other locations.
Walking over uneven surfaces				●		Frequent requirement to walk on uneven surfaces (e.g. grass, bark chips) when carrying equipment from inside the office to outside location.
Ladder climbing						Not required.
Manual Handling						
Unilateral carry				●		Frequent requirement to lift items such as trestle tables, art and craft items using one upper limb.
Bilateral carry				●		Frequent requirement to lift items such as trestle tables, art and craft items using both upper limbs.

Lifting 0kg - 4.5kg				●		Frequent requirement to lift up to 4.5kg; this extends to: <ul style="list-style-type: none"> Art and craft equipment
Lifting 4.5kg - 9kg			●			Occasional requirement to lift objects weighing between 4.5kg - 9kg (e.g. trestle tables).
Lifting 9kg - 22kg						Not required.
Lifting 22kg - 45kg						Not required.
Lifting 45kg+						Not required.
Lifting with weight away from body <10kg				●		Frequent requirement to lift <10kg away from the body to gather items from storage areas and place in outside location.
Lifting with weight away from body >10kg						Not required.
Lowering a vertical distance > 25cm from waist to floor						Not required.
Lifting a vertical distance > 25cm from waist to shoulder						Not required.
Handling unstable objects						Not required.
Pushing / pulling						Not required.
Sustained / repetitive grip				●		Frequent requirement for sustained hand grip whilst carrying items from office to hub.
Tool use						Not required.
Exposure to vibration						Not required.

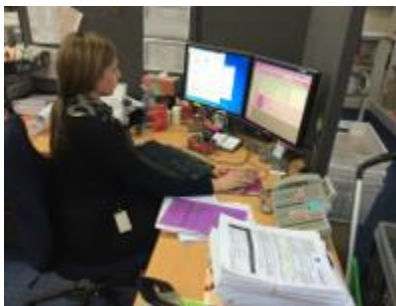
Carrying trestle tables from office to hub area (descending/ascending stairs)



Task Analysed	COMPUTER BASED DUTIES					
Frequency scale	R = Rarely (5%, once weekly to 3 min/ hr) I = Intermittently (6-12%, 1 x every 2.5 hours) O = Occasional (13-33%, 1 x every 30 minutes) F = Frequent (34-66% 1 x every 2 minutes) C = Constant (67-100% 1 x every 15 seconds) 					
Critical Physical Demands	R	I	O	F	C	Comments
Body Posture						
Standing			●			Occasional requirement to stand whilst changing posture from sitting to standing and when communicating with other staff in the office.
Sitting					●	Constant sitting required whilst performing computer based tasks.
Neck flexion / rotation			●			Occasional neck flexion and rotation required whilst performing duties at workstation.
Stooping or bending forward						Not required.
Spinal rotation (twisting)						Not required.
Reaching above shoulder						Not required.
Reaching below shoulder level					●	Constant reaching below shoulder level required when utilising items on desktop (e.g. keyboard, mouse, paperwork and stationary items).
Horizontal reaching >30cm from body		●				Intermittent horizontal reaching >30cm from body may be required when reaching for items on desktop and utilising printer.
Reaching behind body						Not required.
Kneeling / squatting						Not required.
Mobility						
Climbing step(s) / platform						Not required.
Walking			●			Occasional walking required to utilise printer and communicate with other staff in the office.
Walking over uneven surfaces						Not required.
Ladder climbing						Not required.
Manual Handling						
Unilateral carry		●				Intermittent requirement to lift stationary items and paperwork using one upper limb.
Bilateral carry		●				Intermittent requirement to lift and carry office stock using both upper limbs.
Lifting 0kg - 4.5kg		●				Intermittent requirement to lift various stationary items and office stock weighing between 0kg-4.5kg.
Lifting 4.5kg - 9kg						Not required

Lifting 9kg - 22kg						Not required.
Lifting 22kg - 45kg						Not required.
Lifting 45kg+						Not required.
Lifting with weight away from body <10kg						Not required.
Lifting with weight away from body >10kg						Not required.
Lowering a vertical distance > 25cm from waist to floor						Not required
Lifting a vertical distance > 25cm from waist to shoulder						Not required
Handling unstable objects						Not required
Pushing / pulling						Not required.
Sustained / repetitive grip				●		Frequent sustained gripping of mouse when performing computer based duties.
Tool use						Not required.
Exposure to vibration						Not applicable.

Computer ergonomic set-up



Task Analysed	DRIVING THE STONNINGTON BUS AND WORK CAR					
Frequency scale	R = Rarely (5%, once weekly to 3 min/ hr) I = Intermittently (6-12%, 1 x every 2.5 hours) O = Occasional (13-33%, 1 x every 30 minutes) F = Frequent (34-66% 1 x every 2 minutes) C = Constant (67-100% 1 x every 15 seconds) 					
Critical Physical Demands	R	I	O	F	C	Comments
Body Posture						
Standing		●				Intermittent requirement to stand when getting in and out of vehicles.
Sitting					●	Constant sitting when driving the bus and work car.
Neck flexion / rotation				●		Frequent neck movements required when performing head checks whilst driving.
Stooping or bending forward						Not required.
Spinal rotation (twisting)						Not required.
Reaching above shoulder						Not required.
Reaching below shoulder level					●	Constant reaching below shoulder level required when operating steering wheel.
Horizontal reaching >30cm from body					●	Constant horizontal reaching forward >30cm from body with bilateral upper limbs required when operating steering wheel.
Reaching behind body						Not required.
Kneeling / squatting						Not required.
Mobility						
Climbing step(s) / platform		●				Intermittent requirement to climb steps when entering and exiting bus.
Walking		●				Intermittent requirement to walk when getting in and out of vehicles.
Walking over uneven surfaces						Not required.
Ladder climbing						Not required.
Manual Handling						
Unilateral carry						Not required.
Bilateral carry						Not required.
Lifting 0kg - 4.5kg						Not required.
Lifting 4.5kg - 9kg						Not required.
Lifting 9kg - 22kg						Not required.
Lifting 22kg - 45kg						Not required.
Lifting 45kg+						Not required.

Lifting with weight away from body <10kg						Not required.
Lifting with weight away from body >10kg						Not required.
Lowering a vertical distance > 25cm from waist to floor						Not required.
Lifting a vertical distance > 25cm from waist to shoulder						Not required.
Handling unstable objects						Not required.
Pushing / pulling						Not required.
Sustained / repetitive grip					●	Constant requirement for sustained hand grip whilst operating steering wheel.
Tool use						Not required.
Exposure to vibration						Not required.

Critical Psychological Demands of Job

Demand Scale	
Very Low	0-5% of total work time (total of once per week to 3 min. in the hour)
Low	6-12% of total work time (total of 4-7 minutes in the hour)
Medium	13-33% of total work time (total of 8-20 min. in the hour)
High	34-66% of total work time (total of 20-40 min. in the hour)
Very High	67-100% of total work time (total of 40-60 min. in the hour)

Type of Psychological demand	Demand Level
Cognitive	
<p><i>Verbal – Oral communication</i></p> <p>There is a very high level of communication needed in interaction with internal and external stakeholders, including young people and their families, and other staff. Interaction requires clear, assertive and persuasive communication skills, and communication of ideas in often-challenging situations.</p>	Very High
<p><i>Verbal – Reading Literacy</i></p> <p>There is regular review of written information including daily progress notes, text messages and complex reports and documentation including incident reports. Assistance with reading and interpreting documents on behalf of parents with low literacy skills is occasionally required.</p>	Medium
<p><i>Verbal – Writing Literacy</i></p> <p>Correspondence and reports require a reasonable standard of professionalism and literacy. Daily progress notes and regular, frequent text message communication is required. Reporting to Police and Child Protection as required, however support provided by Team Leader. Assistance with the preparation of reports on the Hub activities is required however overseen by Team Leader.</p>	Low
<p><i>Numerical Skills</i></p> <p>Basic numeracy skills are occasionally needed, including calculations requiring basic addition and subtraction, multiplication and division. Counting of attendees in programs is required twice daily. Adherence to budgets is required however tools such as calculators and Excel sheets can be utilised.</p>	Very Low

<p><i>Critical Reasoning</i></p> <p>Regular monitoring of situations and young people during interactions is necessary. Regular intervention during escalating situations is required e.g. between young people with behavioural issues. Near-constant complex analysis and problem-solving of situations is required with appropriate steps taken e.g. distracting young people or taking disciplinary steps, depending on the behaviour and context.</p>	Very High
<p><i>Mechanical Reasoning</i></p> <p>Minimal requirement to use office-type equipment including computer, calculator, phone and printer. Support is available if problems in equipment arise.</p>	Very Low
<p><i>Spatial Reasoning</i></p> <p>Very limited skills in visually imagining manipulation of objects is required e.g. when assessing spaces for games and activities based on attendee numbers.</p>	Very Low
<p><i>Quick Thinking</i></p> <p>The ability to quickly process information from multiple sources to use to make judgements is vital to the safety of others and effective operation of the service. It is important that decisions are made using contextual information e.g. the child's individual situation.</p>	Very High
<p><i>Active Listening</i></p> <p>To maintain effective relationships with young people and their families, and other staff, it is vital that active listening is utilised. Demonstrating empathy is important.</p>	Very High
<p><i>Attentiveness – Concentration</i></p> <p>While weekly/daily programs are often set, there is an element of concentration required to implement activities during non-routine periods.</p>	Low
<p><i>Attentiveness – Precision and Accuracy</i></p> <p>Precision and accuracy is not a significant component of the role, though progress notes and communication with team members requires effective documentation of situations.</p>	Very Low
<p><i>Switching Between Tasks</i></p> <p>Daily and weekly programs are usually set, and low levels of task switching is required during shifts.</p>	Very Low
<p><i>Memory</i></p> <p>Short and long-term memory is regularly required, to develop appropriate responses to issues considering complex background information.</p>	High
<p><i>Decision Making/Judgement</i></p> <p>Low level decision making is required. Whilst the role does involve complex problem solving, there is usually support and collaboration available for higher-level judgement tasks. Some development of programs and activities is required.</p>	Low

Psychosocial	
<p><i>Job Control and Autonomy</i></p> <p>Some opportunities for creativity are available, though generally work programs are set and there is limited opportunity for when and how tasks are performed.</p>	Very Low
<p><i>Time Pressures (including deadlines)</i></p> <p>Work is seldom time pressured. Programs are completed for set durations, however there is minimal pressure to meet deadlines.</p>	Very Low
<p><i>Working Long hours/ Shift Work (potential for fatigue)</i></p> <p>Employees are assigned set shifts and are not expected to work overtime.</p>	Very Low
<p><i>Degree of supervision</i></p> <p>Work is always conducted in teams, and access to colleagues and supervisor is always available (though supervisor is sometimes at a different location). Additional clinical supervision is also provided.</p>	Medium
<p><i>Contact with colleagues</i></p> <p>The job involves frequent co-operative work within teams of three. Extensive collaboration, debriefing and cooperative problem-solving is required.</p>	Very High
<p><i>Contact with consumers/customers</i></p> <p>The job involves extensive contact with clients and other stakeholders.</p>	Very High
<p><i>Relationship Building</i></p> <p>Building relationships with young people and their families is critical to this role. High levels of rapport building, and sensitivity is required on a regular basis.</p>	High
<p><i>Cooperation with others/Team work</i></p> <p>As work is conducted in teams of three, regular collaboration and cooperation with others is required to maintain effective operations.</p>	High
<p><i>Managing Others</i></p> <p>Nil management of others is required within this role.</p>	Very Low
<p><i>Level of Scrutiny and Accountability from Others</i></p> <p>There is scrutiny of work, but accountability is shared through the direct manager. Reporting on daily activities is required.</p>	Medium
<p><i>Skill variety</i></p> <p>The role requires a moderate level of differing skills and talents.</p>	Medium

Emotional	
<p><i>Sensitivity and Empathy towards the Others</i></p> <p>Client and community issues require very high levels of sensitivity and empathy. This is a significant requirement of the role.</p>	Very High
<p><i>Exposure to emotional situations: Life and death pressures</i></p> <p>There is some occasional requirement to respond to clients or clients' families reporting suicidal thoughts/plans or completions, or other deaths. When such events occur, the impacts can permeate all shifts and environments.</p>	Medium
<p><i>Exposure to emotional situations: Difficult and challenging behaviour</i></p> <p>Could be exposed to abusive language from clients/ parents or threats, and challenging behaviour in young people. Emotional support is available.</p>	Medium
<p><i>Exposure to confrontational situations</i></p> <p>Could be occasionally exposed to reasonably high levels of anger from clients/family members.</p>	Low
<p><i>Self-control and regulation of emotions</i></p> <p>Role modelling respectful behaviour in all work-related situations is an important part of the role.</p>	Very High
Environmental	
<p><i>Exposure to High Risk regarding Safety (general)</i></p> <p>Occasional exposure to risk however precautions are exercised, such as when picking up syringes in the yard (and using gloves).</p>	Very Low
<p><i>Exposure to unclean environments</i></p> <p>Work with young people with low levels of hygiene is often a part of the role.</p>	High
<p><i>Physical proximity to others</i></p> <p>Work sometimes involves physical contact with children.</p>	Low
<p><i>Noise</i></p> <p>Frequent low-to-medium level of background noise with periods of loud noise.</p>	Very High
<p><i>Remote or isolated work</i></p> <p>Working in a remote location is not required. All work completed in normal work location.</p>	Very Low
<p><i>Driving</i></p> <p>Occasional driving of a 12-seater school bus is required a few times per year but otherwise, no driving is required.</p>	Very Low

Appendix A: Definitions

Frequency of physical demands:

The frequency of the physical demands required as part of the jobs assessed is defined under the following categories:

KEY	
Rare	0-5% of total work time (total of once per week to 3 min. in the hour)
Intermittent	6-12% of total work time (total of 4-7 minutes in the hour) OR 1 lift every 2.5 hours)
Occasional	13-33% of total work time (total of 8-20 min. in the hour OR 1 lift every 30 minutes)
Frequent	34-66% of total work time (total of 20-40 min. in the hour OR 1 lift every 2 minutes)
Constant	67-100% of total work time (total of 40-60 min. in the hour OR 1 lift every 15 seconds)

Classification of Physical Demands:

The following are the classifications used to categorise specific jobs based on their physical demands, as adapted from “*The Revised Handbook for Analysing Jobs*” U.S. Department of Labour, 1991”:

KEY	
Sedentary Work	“Exerting up to 4.5kgs (10lbs) of force occasionally or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are Sedentary if walking and standing are required only occasionally and all other sedentary criteria are met”
Light Work	“Exerting up to 9kgs (20lbs) of force occasionally, or up to 4.5kgs (10lbs) of force frequently, or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated as Light Work: <ol style="list-style-type: none">1. When it requires walking or standing to a significant degree2. When it requires sitting most of the time but entails pushing of arm or leg controls3. When the job requires working at a production rate pace entailing the constant pushing or pulling of materials even though the weight of those materials is negligible.”
Medium Work	“Exerting 9kgs to 23kgs (20lbs to 50lbs) of force occasionally, or 4.5kgs to 11kgs (10lbs to 25lbs) of force frequently, or greater than negligible up to 4.5kgs (10lbs) of force constantly, to move objects. Physical demand requirements are in excess of those for Light Work.”

Heavy Work	“Exerting 23kgs to 45kgs (50lbs to 100lbs) of force occasionally, or 11kgs to 23kgs (25lbs to 50lbs) of force frequently, or 4.5kgs to 9kgs (10lbs to 20lbs) constantly to move objects. Physical demand requirements are in excess of those for Medium Work”
Very Heavy Work	“Exerting in excess of 45kgs (100lbs) of force occasionally, or in excess of 23kgs (50lbs) of force frequently, or in excess of 9kgs (20lbs) of force constantly to move objects. Physical demand requirements are in excess of those for Heavy Work.”

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