

Position Description

Regional Officer - North Victoria, Youth Referral and Independent Person Program (YRIPP) – (CMY103)

Full-Time / Part-Time / FTE / Fixed term / Ongoing	Part Time (0.9 FTE), Fixed term
Salary and conditions	<p>SCHADS Level 5 salary plus:</p> <ul style="list-style-type: none"> • Salary Packaging which provides \$15,900 tax free • Superannuation at 9.5% • Annual leave loading • Pay rise of approximately 4% per annum • Generous entitlements including cultural leave options and flexible work arrangements.
Award / Certified Agreement	Social, Community, Home care and Disabilities Award 2010 and CMY Enterprise Bargaining Agreement 2015-2018 or any replacement agreement
Reports To	Team Leader YRIPP

The Centre for Multicultural Youth (CMY) is a Victorian not-for-profit organisation supporting young people from migrant and refugee backgrounds to build better lives in Australia.

Through a combination of specialist support services, training and consultancy, knowledge sharing and advocacy, CMY works to remove the barriers young people face as they make Australia their home. All CMY staff take an active role in organisational planning and quality improvement. It is a responsibility of all staff to represent CMY as an organisation committed to Participation, Diversity and Human Rights and to promote CMY's range of programs and services.

Program Area

YRIPP is the Youth Referral and Independent Person Program. YRIPP delivers a high quality system of adult volunteers called "Independent Persons" who attend police interviews with young people in police custody when a parent of guardian is not available. YRIPP also seeks to divert young people from future offending through early intervention at the point of police contact.

YRIPP is supported by the Victorian Government and delivered by the Centre for Multicultural Youth and the Youth Affairs Council of Victoria in partnership with community legal centres and Victoria Police.

YRIPP provides:

- Volunteer Independent Persons to attend Victorian police stations 24 hours a day, seven days a week.
- Up-to-date training and ongoing support for volunteer Independent Persons.
- Information about helpful support services for young people.
- Resources about the youth justice system and support services for police and parents.
- Access to 24-hour telephone legal advice for young people in police custody, provided by lawyers from Victoria Legal Aid.
- Evidence based policy advice, advocacy and assistance to improve the criminal justice system for young people.

YRIPP has been operational for over 10 years and is available in police stations across Victoria. YRIPP provides volunteer Independent Persons to over 3500 police interviews with young people per year.

Position Summary

The YRIPP Regional Officer is responsible for coordinating the delivery of the YRIPP program in North Victoria to approximately 25 police stations.

Accountabilities

- Supervise and support regional YRIPP volunteers.
- Maintain a roster of trained volunteer Independent Persons available 24 hours a day for interviews between police and young people.
- Review and process interview reports completed by Independent Persons, including identifying and responding to issues arising during interviews between police and young people in consultation with the YRIPP Team Leader.
- Work with the YRIPP Volunteer Recruitment Officer to implement agreed recruitment and promotion activities.
- Work with the YRIPP Volunteer Recruitment Officer to screen and recruit volunteers in the region, including conducting information sessions and volunteer selection interviews.
- Support volunteer training in the region including organising police station tours, attending and supporting face to face trainings and conducting post-training interviews.
- Establish and maintain appropriate referral protocols and diversionary strategies for young people interviewed by police across the region and to follow up on referrals made by Independent Persons to health and welfare services.
- Work closely and foster rapport with all regional police stations to ensure that YRIPP is integrated with station protocols for interviewing young people.
- Represent YRIPP within regional community and stakeholder networks.
- Participate in YRIPP team meetings and other workplace staff meetings.
- Abide by the policies and procedures of CMY and operate within the Code of Conduct.
- Perform all tasks in line with CMY values of Participation, Diversity and Human Rights.
- Consistent with the strategic directions of CMY carry out all other duties as directed.

Key Selection Criteria

- Experience working in the community, youth, justice, Indigenous or multicultural sectors and a demonstrated commitment to social justice principles.
- Demonstrated experience in project implementation including well-developed organisational skills and the ability to plan and manage an effective work program and meet deadlines.
- Ability to supervise and support volunteers.
- Highly developed interpersonal, liaison and negotiation skills and the ability to communicate effectively with a broad range of stakeholders.
- Ability to work independently and use own initiative, and also work in a team environment.
- Ability to manage a high volume of data and experience managing sensitive information.
- Proficiency in Microsoft Office Suite and other databases.
- Relevant tertiary qualification in social sciences / social work / community development / youth work / criminal justice / law.

Additional Information

- CMY takes Child Safety seriously and short listed candidates are subject to child safety screening and assessment against child safety standards as part of our thorough recruitment process. These include but are not limited to Police Record and Working with Child Checks, and child safety focused referee checks.
- CMY is an Equal Opportunity Employer.
- In the context of Occupational Health and Safety all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.
- This role requires a capacity to work flexible hours including some after hours and weekend work.
- This role requires regular travel across North Victoria and to Melbourne, including some overnight stays.
- This role requires capacity to provide on call phone support to volunteers after hours on a rotational basis.
- This position is based at the Goulburn Valley Community Legal Service office in Shepparton however all employees may be required to work across other sites from time to time or to change sites.
- A current driver's license is required.

Relationship to Performance Development and Review Plan

This position description operates in conjunction with and forms part of the relevant individual Performance Development Review Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

I have read, understood and approve the above position description:

Manager Name

Manager Signature Date / /

I have read, understood and accept the above position description:

Employee Name

Employee Signature Date / /