

Position Description

Multicultural Youth Worker – Ucan2 (CMY67)

Full-Time / Part-Time / FTE / Fixed term / Ongoing

Part Time (0.8 FTE), Fixed term

Salary and conditions

SCHADS level 5 salary plus:

- Salary Packaging which provides up to \$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 Collective Agreement 2015-2018 or any replacement agreement

Reports To

Team Leader – Ucan2

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

Ucan2 is delivered in partnership with Foundation House and various educational providers. It recognises the need to provide additional support for young people (16-24 years) who are newly arrived to Australia and from a refugee background. The program primarily consists of the delivery of three components: work skills curriculum (educational provider), psychosocial support (Foundation House) and social connections (CMY). The CMY component is delivered with the support of volunteers who provide the young people with encouragement and support with skill development. Ucan2 runs one day a week for a semester in each educational site. The CMY component runs for approximately two hours during the afternoon. There are multiple Ucan2 sites running at any one time.

Position Summary

The Multicultural Youth Worker - Ucan2 is responsible for the delivery of Ucan2 across multiple project sites in partnership with the program partners – Foundation House, AMES and the relevant education provider. The role includes supervision of a Multicultural Youth Support Worker, group facilitation, youth support and referral and the recruitment, training and support of volunteers. Ucan2 has a well established framework and session plans which guide the work of the Multicultural Youth Worker.

Accountabilities

- Provide supervision and guidance to the Multicultural Youth Support Worker in the delivery of Ucan2 at other project sites.

- Facilitate groups of young people from refugee backgrounds in an education setting, focusing on the development of social connections and employment opportunities in accordance with established framework and session plans.
- Support the engagement of young people from refugee backgrounds into appropriate community activities and relevant services through appropriate assessment, information provision and assisted referral as appropriate.
- Establish and maintain relationships necessary for the successful delivery of the program including participation in planning and case coordination meetings and engagement with relevant service providers in the region.
- Contribute to the recruitment and training of volunteers and provide ongoing support to volunteers to participate in the program.
- Organise and deliver a school holiday activity with other program partners as required.
- Undertake written work including documentation of program delivery, case notes, evaluations, funding reports and articles as required.
- Actively participate in the activities of the Ucan2 team and the broader CMY staff team.
- 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 supervising and supporting staff including completing related HR and administrative processes.
- Qualifications in a relevant discipline (i.e. youth or social work, community development, education) and/or relevant experience.
- Demonstrated experience working with and supporting refugee and migrant young people and an understanding of and sensitivity to issues affecting young people with this background.
- Demonstrated experience in group facilitation and engagement with young people and an understanding of positive group facilitation and training practices.
- Demonstrated knowledge or experience of case work practices, and demonstrated ability to engage complex young people and their families.
- Well-developed interpersonal and cross cultural communication skills with proven ability to liaise with diverse range of people including young people, volunteers and external organisations.
- Ability to work independently and use own initiative, and also work in a team environment.
- Excellent attention to detail, time management skills and well developed organisational, planning and administration skills with a capacity to be flexible.

Desirable:

- Experience working with volunteers and an understanding of best practice volunteer management principles.
- Certificate IV in Training and Assessment.

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 Children Checks, and child safety focused referee checks.
- CMY is an Equal Opportunity Employer.
- This position is initially based in CMY's Carlton office and involves outreach work. The employee may be required to work across other sites from time to time and to change sites as program delivery sites change.

- 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 at times may require a capacity to work flexible hours
- 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 / /