

Position Description

Team Leader - Youth Referral and Independent Person Program (YRIPP) (CMY74)

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

Part Time, Fixed term

Salary and conditions

SCHADS level 6 plus:

- 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 Collective Agreement 2015-2018 or any replacement agreement

Reports To

YRIPP Coordinator

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 or 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 5000 police interviews with young people per year.

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Position Summary

The YRIPP Team Leader is responsible for leading the day to day delivery of YRIPP across all the YRIPP regions throughout Victoria. The Team Leader will lead, supervise and support a team of Regional Officers and Regional Administration Officers, respond to issues arising in police interviews and coordinate relationships with YRIPP's regional stakeholders.

Accountabilities

Under the direction of the YRIPP Coordinator, the YRIPP Team Leader will:

- Lead the day to day delivery of YRIPP across the regions throughout Victoria, ensuring appropriate systems are in place at a regional and local level for high quality and timely service delivery, monitoring and reporting and volunteer support.
- Lead and supervise a team of Regional Officers and Regional Administration Officers to ensure high quality and consistent service delivery through regular supervision, development of program systems and procedures, assistance with issues arising and performance review and development.
- Respond to legal and technical issues arising on a day-to-day basis relating to police interviews and the call-out process, including coordinating and monitoring responses by the YRIPP team.
- Contribute to the development and maintenance of ICT systems relating to data collection and analysis, program delivery, volunteer rostering and management.
- Contribute to the ongoing development of policies and systems to ensure best practice volunteer recruitment, management and support.
- Assist with development and maintenance of relationships with YRIPP's partner agencies, regional and other stakeholders and the YRIPP call centre.
- Contribute to the development and maintenance of the YRIPP work plan and work priorities, program materials, policies and procedures and program feedback and evaluation mechanisms.
- 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

- Demonstrated experience in project implementation and coordination including well-developed organisational and analytical skills, and the ability to plan and manage an effective work program and meet deadlines.
- Demonstrated experience in the supervision of staff, including a proven ability to identify potential issues and possible setbacks and guide and motivate the team to achieve outcomes.
- High level proficiency with a range of software programs and data analysis tools including: CRM Databases, Microsoft suite, along with an interest in web based information and data systems.
- Highly developed interpersonal, liaison and negotiation skills, with an ability to motivate, influence and collaborate with a broad range of stakeholders.
- Ability to work independently and use own initiative, and also work in a team environment.
- Well developed written and interpersonal communication skills.
- Experience working in the community, youth, justice, Indigenous or multicultural sectors and a demonstrated commitment to social justice principles.
- Relevant tertiary qualification in social sciences, criminal justice, law, social work, community development or youth work.

Desirable:

- An understanding of best practice principles in managing volunteers and volunteer programs.

- Knowledge of policing and youth justice and criminal justice systems in Victoria and/or similar jurisdictions.

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 at times may require a capacity to work flexible hours, including some weekends.
- This role requires capacity to provide on call phone support to volunteers after hours on a rotational basis.
- This position is based at CMY’s Carlton office however all employees may be required to work across other sites from time to time or to change sites.
- This role requires weekly travel and days working offsite to support staff based in Regional and Metropolitan offices.
- 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 / /