

## Position Description

### Youth Facilitator - Ballarat (CMY77)

<b>Full-Time or Part-Time, Fixed term or Ongoing</b>	Casual
<b>Salary and conditions</b>	SCHADS level 2 plus: <ul style="list-style-type: none"> <li>• Superannuation at 9.5%</li> <li>• Pay rise of approximately 4% per annum</li> </ul>
<b>Award / Certified Agreement</b>	Social, Community, Home care and Disabilities Award 2010 and CMY Enterprise Agreement 2015-2018 or any replacement agreement.
<b>Reports To</b>	Team Leader - Ballarat

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 its range of programs and services.

### Program Area

CMY's Youth Support team provides direct assistance to young people and their families in a number of settings including schools, sport and recreation centres, TAFEs and community hubs. We use a combination of outreach, one-to-one specialist case management and group work to support and empower 'at risk' young people to overcome issues, connect to community and settle well in Australia. We offer them tools, linkages and pathways that support them to overcome a range of barriers as they settle in Australia.

Since 2012, CMY's Regional Presence Programs (RPP) based in Ballarat and Gippsland, has provided direct support to young people from culturally and linguistically diverse (or CALD) backgrounds living in regional areas to:

- Strengthen participation of young people from diverse cultural backgrounds to work, school, family and community in their region;
- strengthen young people's sense of wellbeing and belonging;
- assist local communities to manage and develop an inclusive environment for young people from migrant and refugee backgrounds;
- support and build better service capacity in engaging and working with culturally diverse young people, their families and communities.

### Position Summary

The Youth Facilitator Ballarat role plays a unique support function in the Ballarat Regional Presence program. We are looking for a suitable candidate who can assist with organising events and other social and youth leadership activities including our Ballarat Youth Advisory Group (YAG).

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This role involves actively promoting CMY's work to young people and helping to build on their strengths and enhance their skills and confidence to participate in the community. A key part of this work also involves promoting social cohesion and CMY's values of Participation, Diversity and Human Rights.

## Accountabilities

- Develop positive relationships with a range stakeholder groups that includes; young people, families, schools, and local partner organisations.
- Assist with planning and delivery of youth-led initiatives and group projects that actively involve young people.
- Support the delivery of information sessions to young people, their families, service providers as identified
- Undertake administrative tasks such as data collection.
- Provide information and referral support.
- Work flexibly and collaboratively in a small team and, also externally with key stakeholders.
- Promote and seek young people's connectedness with family, education and employment, peers and community.
- Participate in supervision, professional development, reflective practice to develop and enhance best practice
- 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

- Tertiary qualifications in a relevant discipline such as social sciences, community development or education and/or work and or voluntary experience in the refugee or youth sector;
- An understanding of and sensitivity to issues affecting young people from refugee and migrant backgrounds;
- Experience delivering programs to young people and understanding of positive group facilitation and training practices;
- An understanding of youth participation and community development principles;
- Experience in delivering programs in partnership with other organisations and an ability to collaborate with a diverse range of people and communities;
- Sound organisational, planning and administration skills;
- Creativity, flexibility and adaptability to work in changing environments.
- Well-developed written and interpersonal communication skills.

## 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.
- 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 and weekends.
- 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 ..... / ..... / .....