

Position Description

Multicultural Youth Worker – Employment Pathways (CMY80)

Full-Time / Part-Time / FTE/ Fixed term / Ongoing	Part Time 0.8 FTE (4 days per week), Fixed term
Classification	Base salary SCHADS Level 5 plus: <ul style="list-style-type: none"> • Salary Packaging which provides up to \$15,900 tax free • Superannuation at 9.5% • 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 Agreement 2015-2018 or any replacement agreement
Reports To	Program Leader – Employment Pathways

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

The Multicultural Youth Worker – Employment Pathways sits within the Pathways team, within the Sector and Community Partnerships area. The Employment Pathways Program comprises a range of projects that are working to establish employment and education pathways for young people from refugee and migrant backgrounds. The projects will change as funding ceases or becomes available. Current projects include:

- Pathways to Opportunity, working in the northern and western suburbs of Melbourne with young people from African and Pasifika backgrounds.
- Pathways to Work, focussing on refugee and migrant background young people in the cities of Greater Dandenong and Casey who are at risk of long-term unemployment.
- The Pathways Mentors program, a new program in 2017 that will recruit and match volunteer mentors with tertiary graduates.

By supporting young people through education options, work experience, traineeships and apprenticeships in growth industries in Victoria, we are connecting them to invaluable networks and systems that will help solidify their work prospects for the future.

We are also working with employers to create and sustain employment opportunities for young people from refugee and migrant backgrounds.

Position Summary

The Multicultural Youth Worker – Employment Pathways is responsible for the recruitment of refugee and migrant young people to the Employment Pathways program.

Accountabilities

- Engage with communities, schools and organisations to identify young people appropriate to participate in the Pathways program.
- Promote the program through community events, career expos and network meetings.
- Organise and deliver information sessions and events for young people, families and organisations about program opportunities.
- Generate applications from young people for the Pathways program.
- Conduct candidate screening interviews with young people to determine suitability for the Pathways program.
- Promote employment opportunities to young people and where relevant, volunteer mentors.
- Work collaboratively with the Project Officer and other relevant Pathways staff to facilitate groups of young people with trained volunteers to provide support in seeking and succeeding at employment pathways and to ensure that volunteers are appropriately matched to young people.
- Provide individual support to young people to participate and succeed in the Pathways program.
- Establish and maintain appropriate referral protocols for young people that require additional support that is outside the scope of the volunteer role or the Pathways program.
- Undertake written work including documentation of program delivery, case notes, promotional materials and contributions to evaluations, funding and project reports as required within required timeframes.
- Participate in Pathways team meetings and other workplace staff meetings.
- Represent CMY within regional, community and stakeholder networks.
- 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 including well-developed organisational and administrative skills, the ability to plan and manage an effective work program and meet deadlines, and the capacity to be flexible.
- Demonstrated experience providing youth work support, preferably with refugee and migrant young people, and an ability to engage with young people, their families and communities.
- Well-developed interpersonal and cross cultural communication skills with proven ability to liaise with a diverse range of people including young people, families, communities, volunteers and external organisations.
- Experience in group facilitation and the development and delivery of presentations, training and information sessions to diverse audiences.
- Knowledge of youth unemployment and strategies that support effective pathways for young people, with a particular understanding of issues relevant to refugee and migrant background young people.
- Ability to work independently and use own initiative, and also work in a team environment.
- Qualifications in a relevant discipline (i.e. youth or social work, community development).

Desirable:

- Experience working with volunteers and an understanding of best practice volunteer management principles.

- Experience supervising and supporting staff including completing related HR and administrative processes.

Additional Information

- CMY takes Child Safety seriously and short listed candidates must satisfactorily complete child safety screening and assessments as part of our thorough recruitment process. This includes but is not limited to Police Record and Working with Child 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.
- A current driver's license is required.
- This role at times may require a capacity to work flexible hours including some evening and weekend work.

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 / /