

Position Description

Multicultural Youth Support Worker - Ucan2 (CMY86)

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

Part - time , 3 days per week (0.6 FTE) , Fixed term

Salary and conditions

SCHADS Level 4, 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 Enterprise Bargaining Agreement 2015-2018 or any replacement agreement.

Reports To

Multicultural Youth Worker

CMY is a not-for-profit organisation based in Victoria, providing specialist knowledge and support to young people from refugee and migrant backgrounds.

CMY has a strong track record in initiatives that improve outcomes for young people. Each year CMY:

- Works directly with young people through one-on-one support and group programs
- Creates leadership and participation opportunities for young people
- Supports others to work more effectively with young people
- Undertakes research and advocates for young people at local, state and national levels

Program Area

CMY's **Sector and Community Partnerships** area fosters strong connections with organisations, institutions and communities to drive the development of more inclusive services for young people. We deliver three Victoria-wide programs in education, justice and employment settings and a range of local community projects. We also deliver a range of learning and development activities at individual, organisational and sector levels. These include training, consultations, resources and events that equip services with a framework for developing good practice. We support partnerships, collaboration and information sharing between organisations to develop better communities and services for young people from refugee and migrant backgrounds.

Position Summary

The Multicultural Youth Support 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, group facilitation, youth support and referral and the recruitment and support of volunteers. Ucan2 has a well established framework and session plans which guide the work of the Multicultural Youth Support Worker.

Accountabilities

- 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.
- Contribute to the recruitment and training of volunteers and provide ongoing support to volunteers to participate in the program.
- Assist to 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.
- Consistent with the strategic directions of CMY carry out all other duties as directed.
- 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.

Key Selection Criteria

1. Qualifications in a relevant discipline (i.e. youth or social work, community development, education) and/or at least two years of relevant experience.
2. Experience working with young people from refugee and migrant backgrounds and an understanding of issues affecting newly arrived young people.
3. Demonstrated experience in group facilitation and engagement with young people and an understanding of positive group facilitation practices.
4. Demonstrated ability to identify issues of concern with complex young people using a holistic approach.
5. Good intercultural communication skills with proven ability to liaise with diverse range of people including young people and volunteers.
6. Demonstrated experience working collaboratively with external organisations and staff.
7. High level of personal resilience and a capacity to be flexible.
8. Ability to work independently and use own initiative, including well-developed organisational skills, and also work in a team environment.

Desirable:

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