

POSITION TITLE:	Project Officer - CSG		
REPORTS TO:	Project Coordinator – CSG		
POSITION CLASSIFICATION:	Part Time, Fixed Term		
AWARD/CERTIFIED AGREEMENT	Social, Community, Home care and Disabilities Award 2010 and CMY Collective Agreement 2015-2018 or any replacement agreement		
LOCATION:	Melton/Brimbank	APPROVED BY:	James Wynd
SALARY:	SCHADS Level 5 Plus: <ul style="list-style-type: none"> • Superannuation at 9.5% • Annual Leave Loading • Generous entitlements including cultural leave options and flexible work arrangements 	LAST UPDATED:	September 2020

About CMY

The Centre for Multicultural Youth (CMY) is a not-for-profit organisation based in Victoria, providing specialist knowledge and support to young people from refugee and migrant backgrounds. Our vision is that young people from migrant and refugee backgrounds are connected, empowered and influential Australians. Through a combination of specialist support services, training and consultancy, knowledge sharing and advocacy, we are working to remove the barriers young people face as they make Australia their home.

About the Project

Funded by the Victorian Government, CMY are working with the local South Sudanese community to develop a plan of activities to build individual's and communities resilience, strengthen families, engage young people in pathways to education, training and employment and support their social and civic participation. Community Support Groups (CSG's) have been established in Wyndham, Melton (with a presence and reach into Brimbank) and Dandenong (with a presence and reach into Casey). In addition to these activities, CSG's links in with separate, newly funded programs and services as well as existing programs operating in the area.

POSITION SUMMARY:

The Project Officer will be responsible for supporting the development of appropriate structures with the South Sudanese communities to advance outcomes for young people and their families. The Project Officer will support South Sudanese young people and their families to meaningfully engage with their community and facilitate access to youth and family support services. This position will work with South Sudanese communities, local government and services across the respective regions to respond to the issues facing South Sudanese youth and their families.

JOB RESPONSIBILITIES:

- Working alongside the Project Coordinator, establish and maintain partnerships with key stakeholders to support the local reference group to facilitate community participatory processes;
- Recruit and support South Sudanese young people to participate in the community and access service supports;
- Engage South Sudanese community members, volunteers and mentors to develop and support the delivery of youth action plans;
- Support good practice intake and referral to case management and services for program participants, as required;
- Assist with project design advice to ensure the CSG is community led and flexible to the local area's needs, interests and resources; and

- Maintain a broader local network to utilise where appropriate, including but not limited to, schools, employment agencies, alcohol and drug services, mental health services, health services and councils youth and family services.

KEY SELECTION CRITERIA:

1. Demonstrated case management experience and proven ability to manage complex young people and family issues
2. Demonstrated experience in working with young people from South Sudanese background within youth participation and community development frameworks.
3. A well-developed understanding of and sensitivity to issues affecting South Sudanese young people and their families;
4. Proven ability to engage with youth programs and other support services;
5. Ability to manage time effectively, design, plan and implement relevant youth and family activities, including high level written, verbal and interpersonal skills.

QUALIFICATIONS:

- Tertiary Qualifications in Social Sciences, Community Development and/or other relevant discipline and/or relevant work experience

ADDITIONAL INFORMATION:

- This position is specifically for someone from the South Sudanese community, under *Special Measures of the Equal Opportunity Act*;
- 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;
- Applicants must have the right to work in Australia;
- 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;
- A current driver's license is required as this role requires a capacity to travel throughout Victoria, including overnight stays

GENERAL REQUIREMENTS:

- Demonstrate CMY values and behaviours and comply with the Employee Code of Conduct;
- Perform all tasks in line with CMY values of Participation, Diversity and Human Rights;
- Comply with CMY policies, procedures and regulations; and
- Consistent with the strategic directions of CMY, carry out all other duties as directed

CMY KEY OBJECTIVES AND ACTION STRATEGIES:

6. **My Community**
Young people are *connected, belong and contribute* to their families and the community.
7. **My Journey**
Young people are *empowered to access opportunities* and actively shape their own futures.
8. **My Voice**
Young people are *understood, accurately represented and influential*.
9. **My CMY**
CMY is a strong partner and recognised leader in working with diverse young people.

I have read, understood and approve the above position description:

Executive Manager
Name

Executive Manager Date / /
Signature

I have read, understood and accept the above position description:

Employee Name

Employee Signature Date / /