

POSITION TITLE:	Regional Administration Officer , YRIPP		
REPORTS TO:	Regional Officer, North West Metro - YRIPP		
POSITION CLASSIFICATION:	Full 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:	Carlton	APPROVED BY:	Jemal Ahmet
SALARY:	SCHADS Level 3 plus: <ul style="list-style-type: none"> <li>• Access to salary packaging</li> <li>• Superannuation at 9.5%</li> <li>• Annual leave loading</li> <li>• Generous entitlements including cultural leave options and flexible work arrangements</li> </ul>	LAST UPDATED:	August 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 Program Area

YRIPP is the Youth Referral and Independent Person Program and sits within the broader Program and Services area. 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.

<b>POSITION SUMMARY:</b>
<p>The YRIPP Regional Administration Officer, is responsible for delivering high quality administration support in South East and North West Metro Melbourne and East Victoria. In particular, the Regional Administration Officer will be responsible for program data entry and undertaking administrative processes for the program and existing volunteers, in coordination with the YRIPP Regional Officer – North West Metro.</p> <p>This position will be based in Carlton Victoria with travel to Sunshine and Dandenong</p>

<b>JOB RESPONSIBILITIES:</b>
<ul style="list-style-type: none"> <li>• Provide high quality customer service and support to potential and current program volunteers and other stakeholders.</li> <li>• Undertake accurate data entry of interview reports and referral forms completed by volunteers, and update other program information on the YRIPP database/CRM.</li> <li>• Deliver a range of administrative tasks and provide administrative support to the Regional Officer including support in organizing volunteer interviews, volunteer meetings, police station visits, and training.</li> <li>• Follow up referrals made to services by YRIPP volunteers to ascertain referral outcomes for young people.</li> <li>• Participate in YRIPP team meetings and other workplace staff meetings.</li> </ul>

#### KEY SELECTION CRITERIA:

1. Experience in working in the community, youth, justice, Indigenous or multicultural sectors and a demonstrated commitment to social justice principles.
2. Experience in managing sensitive information and delivering administrative support to complex programs.
3. Highly developed organisational skills and the ability to work flexibly across a range of tasks while meeting deadlines.
4. Proficiency with a range of software programs including CRM databases, Microsoft Word, Excel and PowerPoint, and accuracy in typing and data-entry.
5. Well-developed written and interpersonal communication skills and the ability to work independently, use own initiative, and also work in a team environment

#### QUALIFICATIONS:

- Relevant qualification in administration / business / social sciences / social work / community development / youth work / criminal justice / law or a minimum of 2 years relevant work experience.

#### 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;
- 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;
- This role requires a capacity to work flexible hours including evenings and occasionally on weekends; and
- 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 Participation, Diversity and Human Rights;
- Comply with the Employee Code of Conduct;
- 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:

- **My Community**  
Young people are *connected, belong and contribute* to their families and the community.
- **My Journey**  
Young people are *empowered to access opportunities* and actively shape their own futures.
- **My Voice**  
Young people are *understood, accurately represented and influential*.
- **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 ..... / ..... / .....