

<b>POSITION TITLE:</b>	Youth Facilitator – Gippsland		
<b>REPORTS TO:</b>	Team Leader - Gippsland		
<b>POSITION CLASSIFICATION:</b>	Casual		
<b>AWARD/CERTIFIED AGREEMENT</b>	Social, Community, Home care and Disabilities Award 2010 and CMY Collective Agreement 2015-2018 or any replacement agreement.		
<b>LOCATION:</b>	Morwell, Gippsland (however during COVID-19, working from home arrangements apply)	<b>APPROVED BY:</b>	Marissa Phillips
<b>SALARY:</b>	SCHADS Level 2 : Includes 25% casual loading	<b>LAST UPDATED:</b>	September 2021

### 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

CMY aims to offer newly arrived young people tools, linkages and pathways that support them to overcome a range of barriers as they settle in Australia.

CMY's **Regional Presence Project (RPP)** based in Ballarat and Gippsland, provides direct support that aims to join up services to better engage young people from culturally and linguistically diverse (CALD) backgrounds living in regional areas to:

- strengthen participation of young people in 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 role plays a unique support and youth engagement functions in the Gippsland Regional Presence Project. The role involves supporting staff to organise events and co-facilitate identified social, recreational and youth leadership activities including our Gippsland Youth Advisory Group (YAG).

This role also involves actively promoting CMY's work to young people in the community and facilitating young people's participation as well as promoting social cohesion and diversity through our broader training and community development initiatives.

The role aims to assist young people to build on their strengths and enhance their skills and confidence to participate in local initiatives; providing a range of opportunities that enable young people themselves to become engaged in their own development as well as the development of their community.

#### JOB RESPONSIBILITIES:

- Develop positive relationships with a range stakeholder groups that includes; young people, families, schools, and local community organisations.
- Assist with the planning and delivery of youth-led initiatives and group projects/events that actively involve young people.
- Assist the Gippsland Team Leader and Multicultural Youth Workers to deliver identified capacity building initiatives.
- Deliver information sessions to young people, their families, service providers and the broader community as identified.
- Undertake administrative tasks such as proper documentation of activities undertaken, data collection and entry.
- Provide information and referral support to young people and their families.
- To work flexibly and collaboratively in a small team, also externally with key external service delivery stakeholders.
- To promote and seek young people's connectedness with family, education and employment, peers and community.
- To participate in supervision, professional development, reflective practice to develop and enhance best practice.

#### KEY SELECTION CRITERIA:

1. An understanding of and sensitivity to issues affecting young people from refugee and migrant backgrounds.
2. Demonstrated experience in delivering programs to young people in sport, school and community settings and an understanding of positive group facilitation and training practices.
3. Understanding of youth participation and community development principles.
4. Experience in delivering programs in partnership with other organisations and an ability to collaborate with a diverse range of people and communities.
5. Well-developed skills in planning, administration tasks, writing reports and computer use.

#### QUALIFICATION REQUIREMENTS:

- Working towards a tertiary qualifications in a relevant discipline such as social sciences, community development or education and/or work experience/voluntary experience in the refugee, multicultural or youth sector.

#### 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 might requires a capacity to travel throughout Victoria, including overnight stay.

**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/Senior .....  
Manager Name

Executive/Senior ..... Date ..... / ..... / .....

Manager Signature

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

Employee Name .....

Employee Signature ..... Date ..... / ..... / .....