



POSITION TITLE	Youth Worker (working with female multicultural youth)
REPORTS TO	Executive Officer
LOCATION	Mildura
EMPLOYMENT BASIS	Part-time 20 hours per week. Fixed Term till December 2023 which may extend to October 2024 subject to outcomes and funding
CLASSIFICATION LEVEL	SCHADS Award – Level 3.1
DATE UPDATED	New Position June 2023

ORGANSATIONAL BACKGROUND

Sunraysia Mallee Ethnic Communities Council (SMECC) has been operating for over forty years and is governed by a Board of Directors from diverse professional and cultural backgrounds within the Sunraysia region. The organisation provides services to migrants, refugees and members of culturally and linguistically diverse (CALD) communities to support and facilitate their social and economic participation within the broader community. Services include resettlement and family support programs, advocacy, education and capacity building, employment, play groups and programs for youth, seasonal worker accommodation and a food distribution hub. These services are delivered with funding support from Federal and State government departments, philanthropic agencies and relationship partners.

SMECC currently employs approximately thirty staff from diverse cultural and linguistic backgrounds. Its facilities include a main office complex in Mildura, seasonal worker accommodation facility, a small office in Swan Hill and a further office planned for Robinvale in 2023. SMECC also operates a fleet of 9 vehicles primarily garaged in Mildura.

SMECC YOUTH PROGRAM

SMECC has been operating a highly successful Youth Program since 2021. The program identifies and engages with multicultural young people aged 12-24yrs offering them targeted activities to develop skills, build confidence, connect with public facilities, foster a sense of connectedness amongst themselves and the wider community and lift the profile of multicultural youth and service needs, within the community generally.

THE ROLE

This is a newly funded position created specifically to identify and address the determinants that limit the engagement and participation of multicultural young women. The aim is to increase engagement with them and facilitate their active participation in co-designing culturally appropriate social and structured activities and events that meet their needs and increase their connectedness with the community.


Due to the nature of this service, some out of hours work may be required.

KEY RESPONSIBILITIES	
Community engagement and program delivery	<ul style="list-style-type: none"> ▪ Work closely with the multicultural communities to promote and increase engagement of female youth within the community. ▪ Work in partnership female youth and key stakeholders to co-design and deliver activities that genuinely interest and engage female multicultural youth. ▪ Supervise and be responsible for all youth clients participating in activities.
Advice and Advocacy	<ul style="list-style-type: none"> ▪ Provide advice, information, supported referral and advocacy for female multicultural youth. ▪ Encourage and support young people in acknowledging barriers especially those that hinder service and support. ▪ Assist in the identification of service gaps and community trends and contribute to the development of services to meet the changing needs of the community.
Administration and Compliance	<ul style="list-style-type: none"> ▪ Ensure all planned youth activities are organised in accordance with the organisation's policies and procedures, including risk assessments where required and meet relevant compliance obligations. ▪ Maintain accurate client attendance records ▪ Prepare monthly written reports covering program highlights, challenges and outcomes achieved.
Other	<ul style="list-style-type: none"> ▪ Adhere to all organisational policies, procedures and practices and safety measures ▪ Undertake other duties consistent with skills and experience as directed

KEY RELATIONSHIPS	
Internal	<ul style="list-style-type: none"> ▪ Reports to and takes direction from the Executive Officer ▪ Works in close collaboration with SMECC's other Youth Worker ▪ Works collaboratively and respectfully with all staff across the organisation
External	<ul style="list-style-type: none"> ▪ Builds strong relationships within the CALD communities ▪ Maintains positive and productive relationships with clients, partners, stakeholders and service providers.

SELECTION CRITERIA	
Essential	<ul style="list-style-type: none"> ▪ Demonstrated understanding of barriers and issues faced by female multicultural youth within the community. ▪ Proven Capacity to establish effective working relationships with a wide range of services and professionals. ▪ High level verbal, written and digital communication skills. ▪ Proficiency in standard MS programs, internet, email, social media and online meeting platforms. ▪ Strong organisation and time management skills ▪ Demonstrated ability to work independently and within a team to achieve goals. ▪ Unconditional current Victorian driver's licence
Desirable	<ul style="list-style-type: none"> ▪ Qualifications in Community Services, Youth Services and/or Communication. ▪ Fluency in languages other than English, highly desirable.

ADDITIONAL CONDITIONS OF EMPLOYMENT	
Pre employment checks	<ul style="list-style-type: none"> ▪ Proof of Identity ▪ Criminal History check ▪ A medical declaration may be required to verify the incumbent's ability to meet the physical requirements of the role as outlined in the job description.
Other	<p>The Youth Worker works in both community and online environments. This will include travel within the Sunraysia region and occasionally, travel outside these areas.</p> <p>Work is generally conducted within the organisation's regular business hours, however due to the nature of this service, some out of hours may be required.</p>

Approved Copy:  *19th. 06 . 23*

EXECUTIVE OFFICER **DATE**

Agreement:		
I have read this Job Description, understand its contents and agree to abide by it to the best of my ability.		
.....
Employee Name (please print)	Signature	Date