

### POSITION DESCRIPTION

<b>Position Title</b>	Program Worker – Youth Engagement		
<b>Team</b>	Community Strengthening		
<b>Classification</b>	SCHADS Level 4	<b>Employment Status</b>	Maternity leave position Fixed Term, Part time (30.4 hours per wk)
<b>Position reports to</b>	Team Leader - Community Strengthening		
<b>Location</b>	South East Melbourne		
<b>Last revised on</b>	October 2017		

#### A. Background of organisation

The Southern Migrant and Refugee Centre (SMRC), is a not for profit organisation. SMRC was established in 1993 and is governed by an elected Board of Directors. The SMRC provides a range of community based services for migrants and refugees in the Southern Region of Melbourne. Staff teams consist of Service Access, Active Wellbeing, Community Strengthening, Diverse Care and Corporate Services.

The SMRC staff members work closely with migrant and refugee communities, leaders, service networks and organisations, local government and business. It is the responsibility of all staff to represent the organisation as a professional and client focused organisation and promote its range of services and programs.

#### B. Role Purpose

The purpose of the position is to enhance the status and wellbeing of young people from refugee background, by working collaboratively with young people, community and service providers to develop approaches and initiatives that meet the needs of young clients. The position will work collaboratively with other agencies in order to support the delivery of programs in a partnership approach.

The position is funded to support young people from refugee background across the local government areas of Dandenong, Casey and Cardinia. It is expected that the incumbent of this position will work across all three local government areas.

#### C. Key Responsibilities

##### Program development

- In a coordinated approach, develop, implement and deliver programs which address the needs of young people from refugee background
- Co-ordinate and support the Homework Support program for secondary school students
- Contribute to the development of an SMRC youth engagement strategy

- Establish positive links and working relationships with key stakeholders in the delivery of youth engagements activities.
- Represent the needs of local young people and SMRC on networks and committees
- Develop strategies to identify and address the needs of young people from refugee background that promote their participation and inclusion in their local community
- Facilitate and deliver life skills information sessions
- Coordinate youth events in partnership with young people and other internal and external stakeholders
- Monitor allocated budget in consultation with Team Leader Community Strengthening
- Prepare reports and contribute to funding submissions as directed by Team Leader Community Strengthening

**General duties and responsibilities**

- Respond to hazard identification and incident reporting promptly, and work proactively at ensuring a safe workplace is provided for employees.
- Any other duties as directed by the Team Leader, and commensurate with the scope and classification of the position.

**D. Person Specification**

**Qualifications**

- Tertiary qualifications in Youth Work, Community Development or equivalent with relevant demonstrated experience in working with young people.
- Current Driver’s license
- Working with Children Check

**Key Knowledge Areas**

- Knowledge and understanding of the issues experienced by young people from refugee background
- Experience in group facilitation
- Knowledge of working in a not for profit organisation
- Understanding of working in a multicultural workplace

**E. Key Selection Criteria**

**Essential Capabilities**

**Professionalism**

- Time Management - Demonstrates punctuality and meets agreed schedules and timelines

**Communication**

- Interpersonal Skills - Demonstrates active listening and asks appropriate questions when dealing with clients/members and colleagues

**Leadership and team work**

- Team dynamics - Openly shares information, participates and contributes to team

discussions

### **Change and responsiveness**

- Change Management - Maintains a positive approach to change and adapts to new or different ways of working

### **Governance and compliance**

- Risk Management – Ensures that risks are identified and reported in own work context

### **Special capabilities**

#### **Community and inter-agency relations**

- Partnerships and collaboration - Works collaboratively with other organisations in formal and informal partnerships to achieve client/member outcomes
- Knowledge of community - Maintains basic awareness of current community issues and knowledge of relevant organisations

#### **Service Delivery**

- Knowledge of client/member issues - Maintains awareness of client/member needs

#### **Program management and policy development**

- Program development - Performs own role and responsibilities efficiently to contribute to program and project outcomes

### **F. Personal attributes for this position**

- **Culturally aware**- Respects difference in all forms. Values diversity as a strength and positively utilises diversity.
- **Creative and innovative** - Is open to change and alternatives. Generates options and ideas
- **Collaborative** - Engenders a spirit of teamwork
- **Resilient** - Learns from experience and identifies areas for self-development
- **Client/member focused** - Aims for best outcomes for clients and members. Is outcome focused

### **G. Staff reporting to this position**

None

### **H. Responsibilities & Conditions of Employment**

SMRC is child safe organisation and an Equal Opportunity Employer

All employees of SMRC are required to follow common conditions of employment. These are outlined in the SMRC Policy and Procedures Manual.

A summary is listed below:

- Employees must contribute to Occupational Health & Safety (OHS) objectives by reporting hazards and incidents immediately to an OHS representative, committee member or manager. Employees must behave in a manner that fosters safe working practices.
- Conduct must be in accordance with the SMRC Code of Conduct, Employment Contract, Confidentiality Agreement and other SMRC policies and procedures.

- Salary is set in accordance with the relevant Award and classification.
- Leave entitlements are as per Award and HR Policy guidelines.
- All position descriptions are open to periodic review by management in consultation with staff.
- SMRC provides a smoke-free environment, including within vehicles.
- The staff member may be required to perform other duties as directed, in accordance with training, skills and experience.
- SMRC Values & Behaviours- **Diversity Respect Empowerment Participation Resilience**

### I. Important Information

The appointee will be required to work until 6.15pm 2 days per week in order to support the homework support program which runs from Monday - Wednesday during school terms. Other days and times are negotiable.

SMRC offers:

**Salary Package:** Employees have the option to access salary package through an external provider. Staff on a full time or part time contracts can access this very generous provision of \$15,899 tax free salary packaging.

**Christmas break:** SMRC offers all staff time off between Christmas and New Year's day, upto 3 days leave, without leave loading.

**Professional Development:** Employees are offered training to invest in their professional development relate to their field of work.

All appointments to the SMRC are subject to the following checks

- Reference checks
- Criminal record check
- Working with Children Check

Please visit the SMRC website on [www.smrc.org.au](http://www.smrc.org.au) for further information or contact Aman Bindra HR Advisor on phone : 9767 1900

### J. Employee Signature

I have read, understood and accept the above position description

Employee Name

Employee Signature

Date

Manager Name

Manager Signature

Date

