

**Wyndham Community and Education Centre Inc.**  
**Job Description**

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**CSG Youth Worker**  
**Job Description**

**General Information**

Incumbent:	N/A – new role
Classification:	Social, Community, Home Care and Disability Services Industry Award. Level 4.1
Reports to:	CSG Program Manager
Hours:	38 hours per week
Core hours:	9:00 am – 5:06 pm Mon - Fri
Duration:	12 mths

**Position objective**

The Victorian Government is funding the delivery of three new Community Support Groups (CSGs). The CSGs are based on a local, community-led approach to strengthen services and support for South Sudanese families and communities; to empower and support young people from these communities; and to intervene early to mitigate against factors that lead to youth disengagement.

The CSG model places engagement at its centre. Each CSG will work with the local South Sudanese community it supports 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.

In addition to these activities, CSGs will link in with separate, newly funded programs and services as well as existing programs operating in the area.

The CSG Youth Worker will provide assistance and advice to young people aged from 12 to 25 of the South Sudanese backgrounds who reside in Wyndham. This involves direct case work, outreach to local schools, projects and programs aimed at building the capacity of these young people, their family and community. Under guidance from the CSG Program Manager, the CSG Youth Worker will develop and maintain close and cooperative working relationships with local service providers and networks relating to young people.

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### **Duties & responsibilities**

#### *1. Casework*

- 1.1 Provide support to young people, including information, advocacy, interpreting and other supports as required
- 1.2 Accurately record all case management activities and maintain files for each young person
- 1.3 Refer young people to mainstream and other service providers using comprehensive and clear referral systems and guidelines
- 1.4 Actively refer young people to Wyndham CEC education and employment programs and services, as relevant
- 1.5 Conduct needs Assessment of young people and make appropriate referrals

#### *2. Community Development*

- 2.1 Assist in delivering activities and programs relevant to the needs of the young people, their families and the South Sudanese community in Wyndham
- 2.2 Develop relationships with relevant local schools and provide outreach services as appropriate
- 2.3 Advocate to the CSG Program Manager on behalf of the young people with the aim of improving their access to services and resources
- 2.4 Identify young people who would benefit from the CSG Program and encourage them to participate in the program's activities
- 2.5 Assist target communities to take an active role in mainstream social and cultural events in Wyndham
- 2.6 Consult with and support South Sudanese community youth groups to find common goals, interests and needs with a view to assist in the development of community strategies and plans
- 2.7 Work closely with the CSG Program Manager to maintain effective working relationships with existing service providers to increase awareness of the needs of the South Sudanese young people in order to improve service access and delivery
- 2.8 Maintain a record of programs, achievements and activities for provision to DHHS as required

#### *3. Interpreting & translating*

- 3.1 Utilise native language/s to support clients as required
- 3.2 Translate internal documents as requested

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### 4. Other requirements

- 4.1 Prepare and produce a monthly report detailing activities undertaken during the month and participate in team meetings as required
- 4.2 Meet all administrative, compliance and reporting requirements related to program
- 4.3 Maintains a safe, inclusive and welcoming environment for all clients taking into account diverse mix of cultural and religious requirements.
- 4.4 Take on any other duties consistent with the position as directed by the CSG Program Manager

### Key Selection Criteria

The person for this position will have:

- Experience in working with and organising young people to participate in youth programs
- Experience and understanding of South Sudanese communities and young people including empowering individuals through linkages and partnerships
- High level oral and written communication skills in English and other national languages of South Sudan
- Willingness to seek innovative ways to strengthen the capacity of individuals and communities
- Strong computer skills

### Qualifications & Licenses

Mandatory

- A relevant qualification in Youth Work, Community Services or Social Work and / or equivalent experience working with young people from diverse backgrounds.
- Current Working with Children Check and National Police Check
- Current Victorian Drivers Licence

Desirable

- First Aid Certificate

#### **Important notes**

Maintain confidentiality of clients, staff & office operations and support staff & students with any identified needs.

Promote the objectives of the Wyndham Community and Education Centre Inc. as stated in its Rules of Association and Vision & Mission statements.

All staff should have a basic understanding of Occupational Health and Safety requirements and must ensure that their work practices reflect this.

Victoria introduced compulsory minimum standards that apply to Wyndham CEC from 1/1/2016 to help protect children from all forms of abuse. The child safe standards form part of the Victorian Government's response to the Betrayal of Trust Inquiry. Wyndham CEC has a commitment to child safety and zero tolerance of child abuse.

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This document was created in September 2018.