

Wyndham Community and Education Centre Inc

Job Description

Junubi Wyndham Senior Youth Worker Job Description

General Information

Incumbent:	Vacant
Classification:	Social, Community, Home Care and Disability Services Industry Award, 2010 Level 4.1
Reports to:	Junubi Wyndham Program Coordinator
Hours:	30.4 hours per week
Core hours:	Tue - Fri 09:00 am – 05:06 pm or as negotiated
Duration:	Ongoing (subject to funding)

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 Junubi Wyndham Youth Worker's role involves provision of 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 Junubi Wyndham Program Manager.

Primary Purpose for the Senior Youth Worker Position

Junubi Wyndham Senior Youth Worker (Youth Development and Mentorship) will work with Junubi Wyndham participants interested in connecting with other young people experiencing barriers to employment, education, sports, and recreation.

The Senior Youth Worker will develop and maintain close and cooperative working relationships with local service providers and networks relating to young people.

The incumbent will coordinate the work of Junubi Wyndham Youth Workers and provide professional guidance to ensure equitable access to Junubi Wyndham Services.

This position requires the incumbent to work collaboratively with Junubi Wyndham staff and other WCEC staff to ensure program delivery requirements are understood by other WCEC staff.

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Duties & responsibilities

1. Youth Engagement

- 1.1 Provide support to young people, including information, advocacy, interpreting and other supports as required
- 1.2 Maintain accurate records of all case management activities and files for each young person
- 1.3 Monitor referrals of young people to mainstream and other service providers through comprehensive and clear referral systems and guidelines
- 1.4 Monitor referral of young people to Wyndham CEC education, employment programs and other mainstream services.
- 1.5 Work with Youth Workers to conduct needs Assessment of young people and make appropriate referrals
- 1.6 Facilitate necessary interventions individual young person or groups of young people who have not yet accessed Junubi Wyndham Services.
- 1.7 Provide support to Youth Workers in managing complex cases and attending Care Team planning conferences.

2. Support and Advocacy

- 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 on behalf of young persons' experiencing difficulties in accessing essential services such as in schools, workplaces and any other services available in the community.
- 2.4 Assist target communities to take an active role in mainstream social and cultural events in Wyndham
- 2.5 Consult with and support of 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
- 2.6 Work closely with the **Junubi Wyndham** Program Coordinator to maintain effective working relationships with existing service providers to increase awareness of the needs of the South Sudanese young people to improve service access and delivery
- 2.7 Maintain a record of programs, achievements, and activities for provision to DHHS as required

3. Continuous Improvement

- 3.1 Contribute to continuous improvement in relation to Junubi Wyndham services delivery.
- 3.2 Develop linkages with mainstream referral services
- 3.3 Collaborate with other support services and community-based activities to integrate support

4. Other requirements

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- 3.1 Prepare and produce a monthly report detailing activities undertaken during the month and participate in team meetings as required
- 3.2 Meet all administrative, compliance and reporting requirements related to program
- 3.3 Maintains a safe, inclusive, and welcoming environment for all clients considering diverse mix of cultural and religious requirements.
- 3.4 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:

- Demonstrated leadership skills
- Experience in working with and organising young people to participate in youth programs
- Experience and understanding of South Sudanese communities living or have connections with Wyndham City
- High level oral and written communication skills in English and knowledge of South Sudanese culture
- Willingness to seek innovative ways to strengthen the capacity of individuals and communities
- Demonstrated computer skills and ability work with Microsoft Word, Excel and Powerpoint.

Qualifications & Licenses

Mandatory

- A relevant qualification in Social Work (registered), Youth Work, Community Services and/or extensive equivalent experience working with young people from diverse backgrounds.
- Current Working with Children Check and National Police Check
- Current Victorian Drivers Licence
- COVID-19 vaccination certificate and booster

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 as stated in the Constitution and Vision and Mission Statements.

Have a strong understanding of Occupational Health and Safety requirements and ensure work practices reflect this.

Have a strong understanding of MARAM and family violence reforms.

Signature: _____

Signature: _____

Name: _____

Name: _____

Senior Youth Worker

Program Manager

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