



MULLUM MULLUM INDIGENOUS GATHERING PLACE LTD
21 125 609 805

Position Description

Position title:	Lead Youth Worker
Award:	SCHADS
Classification:	LEVEL 3
Reports to:	CEO
Direct reports:	Youth Worker and Youth Worker Trainee
Contract Type:	Fixed for 12 months. Part-time, 3 days per week with some after-hours work required.

Job Purpose

Mullum Mullum Indigenous Gathering Place (MMIGP) is a strong, proud, culturally connected and self-determined Aboriginal Community Controlled Organisation in the Eastern Metropolitan Region (EMR). Our purpose is to provide a safe and welcoming environment for people to connect with culture, learn new skills and contribute to community health and wellbeing.

The Lead Youth Worker will support Aboriginal youth within the EMR to navigate pathways to further education, training and employment opportunities. The Lead Youth Worker, with the support of a Youth Worker, will be responsible for engaging and assisting youth to make key life transitions through facilitating access to relevant programs and services as well as deliver culturally appropriate programs and recreational activities that strengthen and promote cultural knowledge. The Lead Youth Worker will also coordinate activities that build confidence, leadership and life skills, resilience and promote healthy and positive life choices. In addition, the Lead Youth Worker will provide mentoring to youth and act as a role model.

Key Responsibilities

- Connect Aboriginal youth to MMIGP and to other Aboriginal services to increase their sense of belonging and engagement within the Aboriginal community and targeted Aboriginal services
- Organise and administer recreational activities and programs that foster community and connectedness for Aboriginal youth
- Provide a safe space for Aboriginal youth to practice their culture and learn about their ancestors, history and identity
- Coordinate and deliver workshops and equip Aboriginal youth with the resources required to develop life skills such as leadership, employability and independence



- Facilitate discussions and feedback from youth and their family, actively engaging parents/carers to align goals and promote participation
- Plan and facilitate group work and community education in relation to a broad range of issues such as mental health and healthy wellbeing to support youth in their transition to adulthood
- Provide Aboriginal youth with support and assist them with identifying and accessing education and career pathways. This includes overseeing the homework club and other activities
- Develop, coordinate and deliver the Youth Leadership Group and Culture Group Program (including camps) to ensure they meet the expectations of MMIGP, program participants, and any other external stakeholders including MMIGP Elders
- Support and supervise lower-level staff to deliver and facilitate youth engagement
- Organise and participate in regular planning meetings with internal and external stakeholders to ensure a proper network is maintained and relevant information is used to support the ongoing needs of the local Aboriginal youth network
- Ensure that all required program documentation is completed within designated timeframes, is of a high professional standard and meets legislative and organisational requirements where appropriate
- Adhere to confidentiality and privacy principles, and the values and goals of MMIGP
- Any other duties as directed by the CEO or other supervisor where required

Key selection Criteria

Experience, Qualifications & Skills

- Demonstrated understanding of the Victorian Aboriginal community and the ability to communicate effectively with Aboriginal people, particularly youth
- Understanding of the specific cultural and historical issues that impact on Aboriginal clients, particularly in response to intergenerational trauma and the Stolen Generations
- Capacity to relate to youth and their families and effectively support and strengthen family relationships
- Good project management skills including the ability and/or experience in developing, implementing and delivering youth programs and early intervention programs
- Experience in assisting youth to achieve their educational, training and vocational goals
- Comprehensive knowledge and the ability to engage with a variety of relevant Aboriginal youth targeted resources and support such as access to counselling services, housing providers, education and employment providers and leadership programs
- Exceptional written and verbal communication skills with the ability to effectively communicate, influence and engage with a broad range of stakeholders
- Well-developed organisational skills including ability to prioritise, complete tasks, respond to requests on time, and pay attention to detail
- Outcome focused with well-developed problem solving and decision-making skills
- Demonstrated skills in recording and maintaining participant data and providing reports on program activity and outcomes
- Proficiency in Information Technology with skills in Word, Excel, PowerPoint (or similar presentation packages), emails and electronic file management.
- Experience managing a small team is desirable



Required

- Certificate IV or higher in Youth Work or Community Services or equivalent
- Demonstrated experience in youth services with an emphasis on strengthening cultural knowledge
- A current first aid certificate or willingness to obtain once employed
- A current or willingness to obtain a Working with Children Check and Police Check
- A current Victorian Driver's License
- Available to work flexible hours including weekends, school holidays and afterhours where required

Personal Attributes

- Culturally aware and inclusive
- Client and Community focused
- Collaborative and supportive
- Able to form positive relationships with others
- Ethical and honest
- Self-disciplined
- Excellent interpersonal skills
- Planning and organisational skills
- Excellent communication and influencing skills



Additional Information	
Security Check	A Police check is required to be undertaken prior to finalisation of appointment. All MMIGP employees are required to obtain and maintain a Working with Children Check.
Probationary Period	A six (6) month probationary period applies to this position
Additional Information / factors:	<ul style="list-style-type: none"> ▪ MMIGP is an Equal Opportunity Employer. ▪ Selection will be based on assessing demonstrated performance of the skills, knowledge behaviours and other qualifications relevant to the position. ▪ MMIGP reserves the right not to appoint.
Selection process	<ul style="list-style-type: none"> ▪ Interviews will be held to properly assess the applicant's suitability for the position according to MMIGP policy. ▪ A minimum of 2 referee checks are made for all MMIGP positions ▪ Applicants will be interviewed by a panel of interviewers. The interviewers will be selected from a broad range of areas including but not limited to members of the Board of Directors, respected members of the local Aboriginal community, Supervisory Staff Members, External Agency Representatives or consumers.
Equal Opportunity & OH&S	A commitment to Equal Opportunity and Occupational Health and Safety Principles and Practice is required.
Pre-existing illness or injury	You may need to disclose any pre-existing illness or injury you know about which could be reasonably foreseen to be affected by the described work duties

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.