

MULLUM MULLUM INDIGENOUS GATHERING PLACE LTD

Position Description

Job title:	Lead Youth Worker
Award:	SCHADS
Classification:	Level 3 – dependent on experience
Reports to:	Programs Manager
Status:	1.0 EFT (Full-time) Fixed term for 12-months. Some after-hours and weekend work will be required.
Date updated:	August 2023

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

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 Eastern Metropolitan Region of Melbourne (EMR) to develop and maintain cultural and community connections.

The position will also assist young people to navigate pathways to further education, training and employment opportunities. The Lead Youth Worker, with the support of the youth team, will be responsible for engaging and assisting youth to make key life transitions through facilitating access to relevant programs, information and services as well as deliver culturally appropriate programs and recreational activities that strengthen and promote cultural identity and 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.

The age range of youth is inclusive of the following:

- 6 yrs – 12yrs Primary School
- 13 yrs – 17 yrs High School
- 18 yrs – 25 yrs Young Adults

Key Responsibilities

- Adhere to Child Safe Policy, confidentiality and related policies to ensure the highest standards of operation are upheld and underpinned by the values and goals of MMIGP
- Connect Aboriginal youth to MMIGP programs 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 culturally safe space for Aboriginal youth to practice their culture, identity and learn about their ancestors, community and history through strength-based approaches.
- Provide an inclusive and safe space for the diversity of Aboriginal youth including LTGBI+ and young people living with a disability by ensuring that the programs offered are accessible and non-discriminatory.
- Provide a trauma-informed practice approach that is holistic, empowering, strengths-focused, collaborative and reflective.
- Coordinate and deliver workshops and equip Aboriginal youth with the resources required to develop life skills such as leadership, health choices, employability, financial literacy and independence.
- Engage with parents and/or cares of young people to facilitate discussions and to seek their feedback to align goals and promote broad family and community participation in supporting young people.
- Plan and facilitate group work programs and activities that are age specific to the cohort of young people (primary, High School, young adults).
- Provide Aboriginal youth with support and assist them with identifying and accessing education and career pathways.
- Develop, support, and deliver the Youth Pathways Program and Culture Group Program (including camps).
- Create intergeneration connections by engaging MMIGP Community Elders and young people through programs and activities.
- Support and supervise staff and volunteers to deliver and facilitate youth engagement
- Organise and participate in regular planning meetings with internal and external stakeholders to ensure proper networks are maintained and relevant information is used
- Oversee the promotion and safe use of social media within MMIGP youth programs and ensuring appropriate MMIGP Code of Conducts are implicit in all facets of online communication
- 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
- Implement appropriate cultural protocols and sensitivity concerning cultural education.
- Deliver programs and events with versatility, flexibility, enthusiasm and a high level of self-motivation and initiative.
- Ensure that all required documentation is completed within designated timeframes, is of a high professional standard and meets legislative and organisational requirements.
- Develop and supervise effective risk management strategies as required.
- Comply with all MMIGP policies, code of conduct, procedures and practices, external funding body requirements and legislation.
- Any other duties as directed by the Programs Manager or other supervisor where required.

Key selection Criteria

1. Demonstrated understanding of the Victorian Aboriginal community.
2. Demonstrated understanding of the specific cultural and historical issues that impact on Aboriginal and Torres Strait Islander people, particularly in response to intergenerational trauma.
3. Clear understanding of Aboriginal cultural knowledge, wisdom and ways of doing.
4. Experience working with a diversity of community groups including young people, LGBTI+, people living with a disability, and Aboriginal and Torres Strait Islander people.
5. Experience in program/projects and event co-ordination.
6. Demonstrated experience in establishing and maintain respectful relationships and networks with internal and external stakeholders.
7. Well-developed organisational skills including the ability to prioritise, respond to requests on time, attention to detail and work independently.
8. Outcome focused with well-developed problem solving, decision-making skills and emotional intelligence.
9. Demonstrated skills in recording and maintaining participant data and providing reports on program activity and outcomes.
10. An understanding of the current Child Safe policy environment
11. Proficiency in Information Technology with skills in Word, Excel, PowerPoint (or similar presentation packages), emails and electronic file management.

Required

- A qualification in certificate IV or higher in Youth Work or similar is highly favourable.
- 5 years+ experience in youth services.
- A current first aid certificate or willingness to obtain once employed
- A current or willingness to obtain a Working with Children Check and National Police Check
- A current Victorian Driver's License
- Availability to work flexible hours including after-hours and weekends where required, particularly in relation to specific events and occasions.

Personal Attributes

- Ability to work well under pressure
- Create and maintain nurturing and supportive work environment
- Culturally aware and inclusive
- Client and Community focused
- Able to influence and form positive relationships with others
- Ethical and honest
- Self-disciplined
- Emotional intelligence

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