

## **Youth Worker – Continuing Settlement Services**

<b>Status:</b>	Permanent part-time
<b>Hours:</b>	30.4 hrs. per week
<b>Award:</b>	MDA Certified Agreement
<b>Classification:</b>	SACS Level 5 and salary packaging
<b>Reports to:</b>	Executive Manager – Community Engagement
<b>Probation Period:</b>	Three (3) months

### **Background**

Multicultural Development Association Inc (MDA) is a community not for profit organisation providing a range of services to humanitarian entrants and migrant communities. Case work service delivery under Continuing Settlement Service program provides support to refugee individuals and families between 6 months of their arrival up to 5 years.

The Youth Worker will be responsible for implementing youth related community development projects.

The first such project funded under the Settlement Grants Program involves supporting young people in accessing education and employment pathways through an innovative peer mentoring program and series of activities.

The Youth Worker will also be responsible for the delivery of a range of settlement support services to young MDA clients and their families attending Milperra State High School. Milperra is a state secondary school which provides English language, an intensive and settlement services to prepare newly arrived immigrant and refugee students for participation in secondary schools around the Brisbane area.

We are seeking an individual who has experience

- in working with young people from culturally and linguistically diverse background,
- working in a diverse team, and
- settlement casework,
- developing group work programs responding to the identified needs within a settlement context and
- broader youth work experience transferable to the settlement context.

## **Duties**

This position is responsible for:

- Provision of settlement case work
- Developing and delivery of group work activities
- Developing, implementing and managing projects
- Ensuring a high standard service delivery
- Ensuring delivery of quality and culturally appropriate services for clients
- Ensuring integrity of data entry procedures
- Developing monthly and quarterly reports and other reports as required
- Providing advice to the Executive Manager – Community Engagement on strategic and operational planning in regards to settlement services;
- Working closely with the Community Development and Community Education team within the CSS team
- Liaising with the Executive Manager- Community Engagement on service delivery, identified gaps and future initiatives,
- Undertaking leadership in service planning and evaluation;
- Undertaking other relevant duties as assigned.

In addition to the duties listed above MDA staff is expected to:

- 1) Respect and abide by the vision, mission and values of the organisation
- 2) Ensure that their conduct is consistent with provisions of the MDA Code of Ethics
- 3) Comply with the provisions of MDA's Policy and Procedure Manual;
- 4) Comply with the provisions of MDA's Workplace Health and Safety framework including policies, procedures and safe work systems that relate to their role, program area or MDA as a whole.
- 5) Carry out general administrative functions related to their role and to the effective and efficient functioning of MDA as a whole. This will include the use of email, computer-based calendar and information management systems.

Induction training relating to policy and procedures, workplace health and safety and MDA administrative systems will be provided to successful candidates on appointment.

## **Selection Criteria**

1. A minimum of two years experience in youth work or a related field.
2. Demonstrated knowledge of casework frameworks in a multicultural context,
3. Outstanding cross-cultural communication skills and an excellent understanding and knowledge of issues in relation to settlement support of young refugees, as well as of current practice and policy issues

4. Demonstrated skills in developing and delivery of group work initiatives directed at young people aimed at empowering and capacity building of participants.
5. Demonstrated skills in managing projects and reporting to funding bodies.
6. Highly developed skills in meeting deadlines with competing priorities and well developed problem solving skills.
7. Demonstrated skills in community engagement with new and emerging refugee communities
8. Demonstrated stakeholder management skills in relation to both intra-organisational relationships (i.e. between program areas) and inter-organisational relationships (i.e. between collaborating organisations and agencies), including the ability to negotiate for outcomes that are beneficial to clients and to organisational development

### **Essential Qualifications**

- 1) Possession of tertiary qualifications in the field of social work, counseling, youth work or human services. Overseas qualifications will be recognised.

### **Desirable Skills and/or Experience**

- 2) Good working knowledge of Microsoft Office applications including Outlook, Word, Excel etc.
- 3) Drivers license

### **Application Process**

Your application should be **not more than 3 pages in length** and should show how you meet each of the selection criteria listed above.

You should **also submit a resume of not more than 2 pages** giving details of your previous work history and any other relevant information.

All applications must reach the Multicultural Development Association, 512 Stanley St, South Brisbane, Qld 4110 by 5.00 pm Tuesday , 3<sup>rd</sup> August 2010.

Email applications can be sent to [donnab@mdabne.org.au](mailto:donnab@mdabne.org.au)

For any further information about this position please contact Donna Baines Faye, Acting Executive Manager, Community Engagement on (07) 3337 5412.