

Position Description

Title	Youth Community Engagement Coordinator
Business Unit	Western Community Services Child, Youth and Families
Location	185 Baillie Street, Horsham Vic 3400
Employment type	Full-time - Maximum term until 31 December 2023
Reports to	Team Leader Kinship, Leaving and TCP

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice.

Our values: We are imaginative, respectful, compassionate and bold.

About Better Futures

Better Futures is a program that supports young people who have been in the statutory care system to transition into independence and adulthood. Better Futures is a new way of supporting care leavers, engaging with young people and their support networks, including case managers and care teams early in their transition from care, and supporting young people across 5 service offers: housing and living skills, education, employment, health and wellbeing and community connections. Young people are eligible for Better Futures support from 15 years and 9 months until their 21st birthday. Young people are provided with levels of support which flex up and down according to their needs, existing support networks and the transition goals they have identified.

1. Position Purpose

The Youth Community Engagement Coordinator encompasses two key focus areas of creating community connections for youth transitioning from the Out of Home Care system and development and coordination of the youth mentoring program. The position will identify pathways, resources and relationships within the community that can support young people to realise their aspirations, develop

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their strengths and achieve their goals. This role will be key in creating links between young people leaving care and their communities.

The position will support Development Coaches from all Better Futures providers (Uniting Wimmera, Ballarat Group Training and Goolam Goolam) as a secondary consult to create and foster community connections. This role will involve networking, building relationships, collaborating, and educating Wimmera South-West service providers and the greater community.

2. Scope

Budget: Nil

People: Nil

3. Relationships

Internal

- Better Futures Development Coaches
- Out of Home Care and Home-Based Care team including staff, volunteers and supervisors
- Uniting corporate services staff

External

- Better Futures Community Connectors state-wide
 - Department of Families, Fairness and Housing (DFFH)
 - Government funding bodies and contracting organisations
 - Training and educational organisations
 - Service providers, advocates, and other support services
 - Community members
 - Other stakeholders and service providers
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4. Key Responsibility Areas

Connecting with Community

- Create community connections for young people transitioning from the Out of Home Care system.
- Identify and link community members, groups, associations and businesses with the strengths, passions and goals of young people (e.g., sports, arts, education, employment, volunteering).
- Support and build the capability of key stakeholders in the care system to link young people with community resources and opportunities that assist young people to realise their strengths and achieve their goals.
- Co-Create and implement the Community Connections directions plan and document outcomes.
- Liaise with all stakeholders to support the evaluation of the Community Connector role through the creation of Directions Plans and Outcomes Reports.
- Able to build relationships and collaborations within a short time for the benefit of young people.
- Liaise with local partners to improve outcomes and community connectedness for young people transitioning from OoHC.
- Other duties as directed may be required from time to time including supporting young people during Better Futures Development Coach periods of leave

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Linking with Young People

- Link young people, through their Better Futures Development Coach, to opportunities within the community, and support connections for young people to move closer to their aspirations, goals and dreams.
- Develop, facilitate and share opportunities within the community to ensure that young people aged 15-21 years with a care experience gain access to these opportunities to participate in their independence.
- Liaise with CREATE Foundation to develop a peer-to-peer capacity building model to ensure that youth voice informs implementation of the Better Futures program. Create and facilitate a local Youth Advisory Group (YAG).
- Understand the impacts of disadvantage and adversity on young people.
- Understanding and using the Advantaged Thinking framework or similar theories. Champion an approach that celebrates what a young person can do - not what they can't.

Community Connections Directions Plan

- Develop and work to a Community Connections Directions Plan.
- Implement actions from the community connections project.
- Document and create an Outcomes Report in relation to the Directions Plan.

Youth Mentor Program Coordination

- Establish, plan and implement a Mentoring Program plan which meets the needs and interests of program participants and funding requirements.
- Identify mentors, assess mentee applications, and facilitate selections and the appropriate pairing of mentors and mentees.
- Inform mentee candidates of the results of the selection process.
- Ensure best practice, standards and protocols are established and maintained throughout the program.
- Act as a referral point for any issues that may emerge in the relationship between mentee and mentor or other program issues and address any concerns.
- Ensure the mentoring program is working as intended and track its progress as required.
- Ensure mentoring program participants (mentors and mentees), and key stakeholders receive relevant materials and briefings.
- Carry out post-program evaluation or feedback processes and report the results.
- Establish annual program review protocol to ensure program continually meets expectations and ensures effective practices and standards are met.
- Keep informed of current research and information relevant to the program to develop/maintain an ongoing working knowledge of mentoring practices, activities and techniques.
- Undertake other duties and responsibilities as required.

Administration and Finance

- Create an Outcomes Report detailing achievements and progress to the planned areas of the community connections Directions Plan.
- Fulfil program requirements regarding case records, statistics, tracking and other data gathering requirements, including the use and maintenance of records.
- As directed by Program Manager and supervisor eg. Brokerage.

Quality & Risk Management

- Contribute to strategic and operational planning including long term planning to improve services and outcomes.
- Provide services and abide by all program requirements and responsibilities according to the Out of Home Care guidelines, uniting policies and procedures, DFFH policies and practices, and in accordance with relevant legislation.
- Create and maintain risk assessments for Community Connector lead activities and mentoring activities.

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People and Teams

- Support a positive team culture and contribute to the activities of the team through engagement at team meetings and within the tasks that are undertaken.
- Contribute to the team by providing support and assistance to peers.
- Support young people's best interests through any engagement with or in relation to them.
- Develop and maintain effective relationships with key stakeholders including clients, families, community service organisations, relevant professionals, and government officials.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships.

Personal Accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e., equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

5. Performance Indicators

- Implementation of actions from the Community Connections Directions Plan.
- Development and implementation of Youth Mentoring Program.

6. Person Specification

Qualifications

- A relevant tertiary qualification in Social Work, Welfare Work or Social Sciences, or less formal qualifications with significant industry experience, are desirable but not essential.

Experience

- Working with young people with an Out of Home Care experience.
- Working effectively in a care team situation and the ability to manage complex relationships and interactions.
- Experience working with traumatised young people and supporting young people to grow and develop.

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- Experience in facilitating and leading group work with young people.
- Understanding and work in child safe practices and risk management strategies.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- Highly developed interpersonal skills, including the ability to communicate in a professional manner, negotiate and solve problems effectively.
- Excellent written skills, including the ability to present case notes, assessments and reports in a professional manner.
- Willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment.
- Focused on optimal outcomes for clients.
- Competent computer skills.

Desirable

- Ability to understand the impacts of disadvantage, adversity and trauma on young people with an Out of Home Care experience.
- Understanding of Advantaged Thinking or Positive Psychology or similar theories.
- Transferable skills relating to networking, collaboration and stakeholder relationship building.
- Willingness to develop skills to support the success of this role and outcomes for young people.

Mandatory

- Current Drivers Licence
- Current Victorian Working with Children Check
- Successfully completed National Police Records Check

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking. It is a condition of employment that all eligible workforce receive the COVID-19 vaccination and supporting evidence may be requested in order to perform duties at any of Uniting's workplaces.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: