

Position Description

Title	Youth Employment Facilitator Bushfire Recovery Program
Business Unit	Children, Youth and Families
Location	As per employment agreement
Employment type	As per employment agreement
Reports to	Team Leader Bushfire Recovery Program

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

1. Position purpose

The Youth Employment Facilitator work in collaboration with external stakeholders to develop and implement a schedule of capacity building interventions that aims to connect young people to employment opportunities across East Gippsland as well as providing support and information to employers so that they can adequately support young people in their workplaces

2. Scope

Budget:

nil

People:

nil

Position Description

Youth Employment Facilitator Bushfire Recovery Program

3. Relationships

Internal

- Team Leader and Senior Manager
- Uniting employees, students and volunteers

External

- Young people
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4. Key responsibility areas

Service delivery

- Create sustainable employment and training pathways locally for disengaged young people experiencing bushfire-related trauma.
- Support small businesses to maximise Commonwealth youth employment incentives.
- Engage local communities to address skills shortages and invest in their future leaders
- Invest in and mobilise community support and connection activities that assist young people (15-19 years) to widen their circle of people, institutions and networks.
- Support young people into local employment, apprenticeships/traineeships and vocational training
- Help local businesses to stay open by leveraging Commonwealth subsidies and offer ongoing support to employ young people experiencing trauma
- Identify barriers to young people gaining work in the local community, and work to develop creative solutions to addressing these.
- Engage and supporting young people experiencing trauma throughout their employment and training and matching them with community mentors upon program exit
- Facilitate ongoing relationships between young people, local businesses, employment providers and apprenticeship/traineeship centres and overseeing the day-to-day operations.
- Connect young people into intensive case management and wrap-around services during employment, in partnership with youth services (e.g. headspace).

Administration

- Work unsupervised, manage time, set priorities and use resources to achieve goals and set timelines.
- Exercise own initiative, exercise appropriate personal judgment and maintain high levels of personal motivation
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Quality and risk

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People and teams

- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Develop and maintain effective relationships with key stakeholders including children, families, community service organisations, relevant professionals and government officials.

Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed

Position Description

Youth Employment Facilitator Bushfire Recovery Program

- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

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.

5. Person specification

Qualifications

- Qualifications or experience in education, pathways, case management or careers planning

Experience

- In-depth knowledge about the causes and consequences of youth unemployment and the kinds of strategies that are successful in helping young people follow pathways to work
- Demonstrated experience in managing/coordination of a project
- Experience providing effective pathways and transitions advice and career counselling
- Demonstrated experience working with young people who may experience barriers to employment
- Proven high ability to plan, document and coordinate the work and will work collaboratively with relevant staff and partners
- Experience and demonstrated ability to engage and network with relevant training organisations, employment services and other stakeholders
- Ability to competently undertake computer-based work with a sound knowledge of Microsoft programs

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values respect the uniqueness and value of every individual; establish and maintain right relationships that enable people to be influential in their own support arrangement and ensure they are treated with dignity and respect; build on strengths and abilities of all; demonstrate transparency and accountability
- **Consumer Centeredness** – foster, promote and implement a culture that keeps consumers at the centre of everything we do; demonstrates an awareness of and prioritises the needs of consumers; focuses on optimal outcomes for consumers
- **Stakeholder Relationships** – Strong negotiation and influencing skills; ability to engage, build and maintain strong, mutually beneficial relationships with stakeholders; track record of being

Position Description

Youth Employment Facilitator Bushfire Recovery Program

able to sustain positive, collaborative and effective relationships; capacity to position Uniting as a trusted advisor to peak bodies and key stakeholders in the sector including government and funding bodies; promotes harmony and consensus through diplomatic handling of disagreements; builds trust through consistent actions, values and communication

- **Communication** – Strong and clear communication skills with the ability to build positive professional relationships with key internal and external stakeholders; excellent interpersonal skills; high level written and verbal communication skills; ability to conduct presentations; ability to prepare high quality business cases and reports
- **Administrative skills:** Excellent organisational skills; High level of attention to detail and accuracy; experience in handling sensitive information and maintaining privacy; knowledge of Client Management Systems / Databases or the ability to quickly develop competency in use of such systems; high level computer literacy skills including demonstrated experience in Microsoft Office; well-developed literacy and numeracy skills

Other Requirements

- Legal eligibility to work in Australia
- Current Australian Driver's License
- A satisfactory national police records check is a condition of this position and is repeated every three years and International police check if required
- Current working with Children check (Victoria)
- Compliance and understanding/familiarity with organisational policies, procedures relevant legislation (Quality management system, Equal Opportunity, Health and Safety)

6. 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.

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

7. Acknowledgement

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

Employee

Name:

Signature:

Date: