

Position Description

Title	Youth Employment Facilitator
Business unit	Children, Youth and Families
Location	49 McCulloch Street, Bairnsdale Vic 3875
Employment type	Part Time Maximum term
Reports to	Senior Manager – Children, Youth and Families

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 position works in collaboration with external stakeholders to develop and implement a schedule of capacity building interventions, that aims to connect young people to employment and education opportunities across East Gippsland. The position also provides support and information to employers that will allow them to adequately support young people in their workplaces.

2. Scope

Budget:

nil

People:

nil

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3. Relationships

Internal

- Senior Manager
- Uniting employees, students and volunteers

External

- Young people
- Local Businesses
- Training Organisations
- Education Providers and Schools

4. Key responsibility areas

Service delivery

- Create sustainable employment opportunities and training pathways at a local level, for disengaged young people impacted by bushfire-related trauma.
- Support small businesses to maximise Commonwealth youth employment incentives.
- Engage local communities to address skills shortages; and to identify and invest in their future leaders.
- Invest in and mobilise community support and connection activities so that assistance can be provided to young people (15-25 years), to widen their contacts, institutions? and networks.
- Support young people transition into local employment, apprenticeships/traineeships, TAFE and vocational training
- Assist local businesses stay open by leveraging Commonwealth subsidies which will allow them to provide ongoing support and employment opportunities to young people experiencing trauma
- Identify barriers to young people in the local community trying to enter the workforce, and develop creative solutions to address these barriers.
- Engage and support young people experiencing trauma, during their period of employment and training; and match them with community mentors when they exit the program
- Facilitate ongoing relationships between young people, local businesses, employment providers and apprenticeship/traineeship centres.
- Connect young people to intensive case management and wrap-around services during employment, in partnership with youth services (e.g. headspace).
- Provide individualised, consumer-centric services using relevant best practice frameworks, models and tools

Administration

- Develop and maintain case management file that includes accurate progress notes detailing young person's pathways, transitions advice and career counselling
- Develop young person's plans to achieve goals and within set timeframes
- Entering relevant data in the Client Management Systems / Database
- Project manage key initiatives and projects on time to achieve desired outcomes

Quality and risk

- Comply with Uniting's policies and procedures, and meet funder and statutory requirements relevant to this position including reporting serious incidents; reportable conduct processes, and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

People and teams

- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships

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- 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 local businesses.

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. Person specification

Qualifications

- Qualifications or experience in education, pathways, case management or careers planning
- Cert IV (required) / Diploma qualification (desirable)
- Current Drivers Licence

Experience

- Detailed understanding of the causes and consequences of youth unemployment and the various strategies that are successful in helping young people follow pathways to work
- Demonstrated experience in project management or project coordination
- Experience providing effective pathways and transitions advice and career counselling
- Demonstrated experience working with young people who may experience barriers to employment
- 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

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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.
 - Demonstrated ability to connect and support young people seeking employment &/or tertiary education pathways
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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.
