

POSITION TITLE:	Youth Work Intern (Bicultural) – Working for Victoria, Le Mana (Empower) Pasifika Youth Project		
REPORTS TO:	Le Mana (Empower) Project Co-ordinator		
POSITION CLASSIFICATION:	Full Time , Fixed Term		
AWARD/CERTIFIED AGREEMENT	Social, Community, Home care and Disabilities Award 2010 and CMY Collective Agreement 2015-2018 or any replacement agreement		
LOCATION:	Primarily working from home	APPROVED BY:	Soo-Lin Quek
SALARY:	SCHADS Level 2 plus: <ul style="list-style-type: none"> • Access to salary packaging • Superannuation at 9.5% • Annual leave loading • Generous entitlements including cultural leave options and flexible work arrangements 	LAST UPDATED:	February 2021

About CMY

The Centre for Multicultural Youth (CMY) is a not-for-profit organisation based in Victoria, providing specialist knowledge and support to young people from refugee and migrant backgrounds. Our vision is that young people from migrant and refugee backgrounds are connected, empowered and influential Australians. Through a combination of specialist support services, training and consultancy, knowledge sharing and advocacy, we are working to remove the barriers young people face as they make Australia their home.

About the Le Mana (Empower) Project

The Le Mana Project undertakes a range of activities to strengthen the capacity of Pasifika young people and families to respond to their unique needs and issues they face. It is conducted in close partnership with the community leaders of the Pasifika communities and the broader service sector including community based groups.

Working for Victoria

The Working for Victoria (WfV) Fund is part of the Victorian Government's \$1.7 billion Economic Survival Package to address the impact of the COVID-19 crisis. The Fund supports the creation of new short-term roles, and has partnered with Sidekicker to support job seekers to find work. Under this initiative, a coalition of eight youth-focused organisations, led by YACVic, has received funding to employ a variety of roles to strengthen youth outreach and the youth sector in Victoria in light of the COVID-19 crisis. This is one of those roles.

<p>POSITION SUMMARY:</p> <p>The Youth Intern is a position that incorporates skill and professional development and opportunity for a wide range of work activities including research, data collection, multimedia, administrative and secretariat duties and any skills they bring. This particular role will have a focus on helping Le mana build its linkages and data collection. It may also include the work being undertaken to lift Le Mana's presence in multimedia and main stream media.</p> <p>The Youth Intern will work with the Le Mana team.</p> <p>In addition to the specific tasks allocated, the Youth Intern may have the opportunity to attend key events and network opportunities relevant to the Le Mana project in the North West throughout their internship.</p> <p>This role was created with support of the Victorian Government's Working for Victoria initiative, and as part of CMY's commitment to providing opportunities for young people from refugee and migrant backgrounds, who often face</p>

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significant disadvantages in attaining professional work experience and opportunities. Only people from a Pasifika background are eligible to apply for this role under the special Measures provision section 12 (1) of the Equal Opportunity Act 2010 (Vic).

JOB RESPONSIBILITIES:

With supervision and support from the Le Mana Project Co-ordinator and North West & South East team:

- Engage in a range of activities, including data collection, research, needs analysis and administrative support.
- Attend network and other meetings and undertake stakeholder and youth engagement.
- Assist staff in the delivery of the project including development and design.
- Support and collaborate with Le Mana and other CMY staff.
- To work within the strategic directions and CMY policy.
- Carry out other duties as directed.
- May include supporting the development of online platforms for engagement and information sharing.

KEY SELECTION CRITERIA:

1. Young person (18-26 years old) from a Pasifika background.
2. Strong interpersonal and communication skills (including written and verbal), with confidence to communicate with young people and professionals.
3. Well-developed attention to detail and organisational, planning and time management skills with a capacity to be flexible.
4. Demonstrated ability to work with others and work independently.
5. Knowledge and use of online media platforms would be an advantage.

DESIRABLE:

6. Demonstrated understanding/interest with issues impacting Pasifika youth and families.

QUALIFICATIONS:

- Currently undertaking or recently completed tertiary qualifications (Certificate IV or higher) in a relevant professional discipline (including youth work, social sciences, community development, etc.).

ADDITIONAL INFORMATION:

- CMY takes Child Safety seriously and short listed candidates are subject to child safety screening and assessment against child safety standards as part of our thorough recruitment process. These include but are not limited to Police Record and Working with Child Checks, and child safety focused referee checks;
- Applicants must have the right to work in Australia;
- CMY is an Equal Opportunity Employer;
- In the context of Occupational Health and Safety all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S;
- This role requires a capacity to work flexible hours including evenings and occasionally on weekends; and
- This role requires a capacity to travel throughout Victoria, including potential overnight stays

- Due to COVID-19 restrictions, this role will require you to initially work from home. The successful candidate will participate in a comprehensive orientation and will be provisionally assigned any relevant equipment.

GENERAL REQUIREMENTS:

- Demonstrate CMY values and behaviours and comply with the Employee Code of Conduct;
- Comply with CMY policies, procedures and regulations;
- Consistent with the strategic directions of CMY carry out all other duties as directed; and
- Other reasonable duties, as required

CMY KEY OBJECTIVES AND ACTION STRATEGIES:

- **My Community**
Young people are *connected, belong and contribute* to their families and the community.
- **My Journey**
Young people are *empowered to access opportunities* and actively shape their own futures.
- **My Voice**
Young people are *understood, accurately represented and influential*.
- **My CMY**
CMY is a strong partner and recognised leader in working with diverse young people.

I have read, understood and approve the above position description:

Executive Manager
Name

Executive Manager Date / /

Signature

I have read, understood and accept the above position description:

Employee Name

Employee Signature Date / /