



Job Description

Position Title:	Youth Facilitator
Reports to:	State Coordinator
Location:	Cairns, Queensland
Status	Casual
Salary	SCHADS 3.1
Hours	Varied

POSITION STATEMENT

Primary Purpose of the Youth Facilitator:

A CREATE Youth Facilitator works alongside CREATE Community Facilitators deliver CREATE programs and services to children and young People with a care Experience. They inspire connection, empowerment and change through fun and creative methods of engagement to increase young people's confidence and resilience and strengthen their peer and community networks.

Position Context and specific job requirements:

This Youth Facilitator position is focused on youth engagement to ensure young people are linked with appropriate supports.

Your role will include but is not limited to: engaging young people across Queensland through a variety of approaches to ensure they aware of and confident to access support. Applicants will need to have an advanced understanding of the different needs and circumstances for young people, using technology (mobile phone, SMS, social media) to effectively communicate with this cohort.

This role will also provide support to CREATE Community Facilitators in their work to build and maintain strong local networks committed to improving the lives of children and young people in care.

Key Responsibilities

1. Program(s) Delivery

- Conduct outreach phone engagement with young, providing support and linking to appropriate services as required
- Develop innovative and engaging digital content for young people
- Assist the CREATE Community Facilitators to implement a communications strategy for promoting the services to young people and other relevant stakeholders.
- Assist CREATE Community facilitators to gather feedback from young people
- Co-Facilitate CREATE information sessions events aimed at increasing young people's engagement with services and supports available to them.
- Contribute to project planning, evaluation, data collection and work within delegated timeframes.

2. Relationship Management

- Develop and maintain supportive relationships with young people via phone, SMS, email and social media.
- Develop and maintain relationships with key program(s) and community stakeholders.
- Model the key organisational values of participation, partnership, collaboration and learning.

3. State Centre Responsibilities

- Participate in regular team meetings.
- Support State activities as identified by the State Coordinator.
- Contribute to CREATE's participation in Service statewide governance arrangements
- Participate in the development and distribution of CREATE promotional material (with the Marketing and Communications Coordinator) and flyers to children and young people and sector contacts.

Key Relationships

Internal

- Community Facilitators
- State Coordinator
- Head Office National Staff

External

- Young people in care
- After Care Service partners
- Department for Communities, Child Safety and Disability Services
- Out-of-Home Care (Other sector partners)

Organisational Citizenship and Teamwork

- Demonstrate an active, dedicated commitment to the CREATE Mission, Vision and Core Principles.
- Actively seek to understand, represent and support CREATE's vision, strategic direction and company position to all stakeholders, internally and externally.

- Ensure a high level of confidentiality and integrity; liaise with stakeholders in a professional, respectful and constructive manner.
- Actively contribute to an environment of personal and physical safety for all staff, visitors and young people (incorporating company guidelines including OHS, discrimination and harassment, etc).
- Participate in national CREATE initiatives, projects and events.

Key Result Areas

- Meet all program specifications and requirements.
- Effectively engage young people with an out of home care experience to ensure they are aware of and confident to access available support.
- Develop effective working relationships with internal and external stakeholders
- Contribute to relevant youth engagement strategies and ensure young people's feedback is integral to the development of services.
- **Ability to work in a culturally sensitive and inclusive manner**
- **Contribute to a positive organisational culture, and ensure that CREATE effectively facilitates Child Safe Standards.**

SELECTION CRITERIA

Key Criteria

- Minimum of Grade 10 high school qualification
- Successful Security Check – per state requirements
- Good computer literacy skills

Please address the below Selection Criteria and forward with your Cover Letter, and CV/Resume'

1. An understanding of the needs of young people both in care and transitioning from care to independence and an ability to effectively engage this group. Experience in effectively engaging with young people to provide them with opportunities to reach their full potential. Ability to abide by child safe standards.
2. An understanding of the out-of-home care system.
3. Demonstrated high level communication skills including use of written and verbal communication skills, especially with regards to engaging young people via telephone and new media technology approaches. Ability to work in a culturally sensitive and inclusive manner.
4. Demonstrated ability to facilitate, promote and evaluate programs and events for young people including workshops, training and community programs.
5. Demonstrated ability to manage a variety of tasks, collect appropriate information as needed and to prioritize workload.
6. Completed a minimum of Grade 10 high school qualification.