

POSITION TITLE:	Senior Liaison Officer		
REPORTS TO:	Program Manager , YRIPP		
POSITION CLASSIFICATION:	Part 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:	Carlton CMY Office Location and work from home (due to COVID-19 restrictions)	APPROVED BY:	Lawrence Ussher
SALARY:	SCHADS Level 6 plus: <ul style="list-style-type: none"> • Access to salary packaging • Superannuation at 10% • Annual leave loading • Generous entitlements including cultural leave options and flexible work arrangements 	LAST UPDATED:	Oct 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 Program Area

YRIPP:

YRIPP is the Youth Referral and Independent Person Program and sits within the broader Program and Services area. YRIPP delivers a high quality system of adult volunteers called "Independent Persons" who attend police interviews with young people in police custody when a parent or guardian is not available. YRIPP also seeks to divert young people from future offending through early intervention at the point of police contact. YRIPP is supported by the Victorian Government and delivered by the Centre for Multicultural Youth and the Youth Affairs Council of Victoria in partnership with community legal centres and Victoria Police.

POSITION SUMMARY:
The YRIPP Senior Liaison Officer is responsible for processing the assessment and referral and incident reporting outcomes of YRIPP across all regions throughout Victoria. The Senior Liaison Officer will oversee the categorisation and respond efficiently to incident reports, coordinate intake and assessment and liaise with external stakeholders to strengthen referral mechanisms and outcomes.

JOB RESPONSIBILITIES:
Under the direction of the Program Manager the Senior Liaison Officer will: <ul style="list-style-type: none"> • Respond to legal and technical issues arising on a day-to-day basis relating to police interviews and the call-out process, including coordinating and monitoring responses by the YRIPP team. • Coordinate the intake and assessment component of the YRIPP and ensure that criminogenic needs of young people are readily identified and addressed in a manner consistent with best practice.

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- Coordinate and oversee program evaluation for YRIPP with regard to client support and key stakeholders.
- Strengthen stakeholder relationships by building capacity and knowledge to further develop the YRIPP program.
- Support the YRIPP Team Leader in the day to day delivery of YRIPP across the regions throughout Victoria, ensuring appropriate systems are in place at a regional and local level for high quality and timely service delivery, monitoring and reporting and client support.
- Provide expert advice and assistance to program staff about trends in outcomes data and be responsible for addressing barriers to program delivery and client support.
- Contribute to the ongoing development of policies and systems to ensure best practice in client support.
- Ensure that YRIPP maintains comprehensive, up to date, accurate and confidential records of client referrals and assessment outcomes.
- Assist with the development of work practices and procedures and provide advice on areas of program policy and contribute to their development.
- Negotiate on matters of significance with stakeholders of the organisation and members of the public.

KEY SELECTION CRITERIA:

1. Highly developed interpersonal, liaison and negotiation skills, with an ability to motivate, influence and collaborate with a broad range of stakeholders.
2. Demonstrated experience in project implementation and coordination including well-developed organisational and analytical skills, and the ability to plan and manage an effective work program and meet deadlines.
3. Ability to work independently and use own initiative, and also work in a team environment.
4. Experience working in the community, youth, justice, Indigenous or multicultural sectors and a demonstrated commitment to social justice principles.

QUALIFICATION REQUIREMENT:

- Relevant tertiary qualification. This could include a qualification in social sciences, criminal justice, law, social work, community development or youth work.

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;
- The successful applicant must provide evidence that they meet government COVID-19 vaccination requirements and are either fully vaccinated with a TGA approved COVID-19 vaccine or have received at least 1 dose of a COVID vaccination and a booking to receive the second vaccination by November 26th 2021
- Due to COVID-19 restrictions, this role will require you to work both from home and in the office. The successful candidate will participate in a comprehensive orientation and will be provisionally assigned any relevant equipment. This role will be based out of the CMY Carlton office but regular travel to other CMY offices is expected.
- This role requires a capacity to work flexible hours including evenings and occasionally on weekends;

- This role requires a capacity to provide on call phone support to volunteers after hours on a rotational basis and;
- A current driver's license is required as this role requires a capacity to travel throughout Victoria, including overnight stays.

GENERAL REQUIREMENTS:

- Demonstrate CMY values and behaviours Participation, Diversity and Human Rights;
- Comply with the Employee Code of Conduct;
- Comply with CMY policies, procedures and regulations; and
- Consistent with the strategic directions of CMY carry out all other duties as directed.

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/Senior
Manager Name

Executive/Senior Date / /
Manager Signature

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

Employee Name

Employee Signature Date / /