

The Youth Junction Inc.
POSITION DESCRIPTION



Position	Youth Engagement Programs Coordinator- Y.U.P, Reconnect, P.A.R.T.Y
Location	The Youth Junction Sites across metro Melbourne
Employment type:	Maximum term (December 2022), Full Time 1 EFT (possible extension)
Reports to:	The Program Manager, The Youth Junction Inc
Key Relationships	Tenants/Services staff, Staff of The Youth Junction Inc., Volunteers, Maintenance Staff, Young People, local government, education providers and employers, funders.
Award:	Social, Community, Healthcare and Disability Services Industry Award 2010

1. About The Youth Junction

The Youth Junction Inc. is an incorporated association with deductible gift recipient status which was formed in 1999. In it's first ventures, the not-for-profit was developed a co-located and integrated regional youth facility at the Visy Cares Hub in Sunshine, which became the largest of its kind in Australia. In the years since the Youth Junction has carved out a space linked to the lead tenancy of the Visy Cares hub, and a recognised expertise in crime prevention support services for those aged 15-25 in Western Melbourne competing in a space where a number of similar services lie.

The Youth Junction Inc. works with and for vulnerable Victorian young people to support choices in education and employment, and the reduction of disadvantage. We identify and advocate around systemic blockages and work to support systemic literacy in young people through a range of collaborative, innovative and integrated service responses. This work includes our current activities but we acknowledge that the needs of this cohort are changing and evolving, and that we will need to evolve with them.

Our vision: The Youth Junction Inc. creates and enables paths and choices for productive, resilient and engaged young people through strong collaborative pathways and innovative solutions.

Our values: We are accountable, innovative, collaborative, compassionate, and empowering.

2. Programs

About BHM Reconnect

The Brimbank, Hume and Maribyrnong (BHM) Reconnect program is a DET funded program which supports young learners who may experience a barrier to learning and transitioning to the workforce, by breaking the cycle of disadvantage, creating equity, improving access and increasing choice in pathways. The program supports the integral role that TAFEs, Learn Locals and Skills and Jobs Centres have in the Victorian training system to ensure that learners experiencing disadvantage are supported to engage meaningfully in education and training.

About Youth Umbrella Project (Y.U.P)

This project provides a range of targeted interventions to reduce risk and increase resilience for 120 disadvantaged CALD young people aged 12–24 years in Brimbank. The program is for young people aged between 12-24 years, and is a crime prevention partnership project lead by The Youth Junction Inc. and involving a diverse range of partner providers; Operates under a case management framework and focuses on early intervention and prevention of at risk and criminal activity.

To be referred the young person must have involvement with Criminal Justice Agencies such as the Magistrates or Children’s Courts, Corrections, Youth Justice, Prison/detention, Police interactions etc. However, the young person can be referred by non-statutory services such as lawyers, schools and community services, they only need to also have involvement with one or more Criminal Justice Agencies.

About PREVENT ALCOHOL AND RISK-RELATED TRAUMA IN YOUTH (P.A.R.T.Y)

P.A.R.T.Y. Program is an international program for young people displaying risk-taking behaviour focussing on prevention and awareness. Participants learn from real people and their experiences, the potential outcomes for dangerous behaviour.

We partner with the Royal Melbourne Hospital and survivors, to deliver the program, the aim of the program is to reduce injury and recidivism in the lives of young people. The P.A.R.T.Y. Program, is delivered at set points during the calendar year to groups of young people involved in the criminal justice system to hear from those working or connected to the Royal Melbourne hospital. Presentations from some of Melbourne’s leading surgeons, emergency service personnel and those personally impacted by physical trauma allowed an opportunity for young people to see firsthand the consequences of risk taking behaviours.

Referrals are received by TYJI from the court, and the young person provides a document to the court post the program. Follow up data around impact, and recidivism is collated post program at 3, 6, 9 and 12 months, by way of survey.

3. Position purpose

To provide line management support to the Youth Workers service delivery teams, and to assist the Program Manager and Chief Executive Officer to coordinate the overall delivery of the contracts to ensure meaningful strategic viability and effectiveness. This role reports to the Program Manager.

4. Scope

Budget: Approvals in line with delegations schedule.

People: 2.5 BHM Reconnect Case Managers
1 YUP Case Manager

5. Key responsibility areas

Service delivery

- Oversee, manage and determine the suitability of referrals in to BHM Reconnect, YUP and P.A.R.T.Y programs. Maintain, and support staff to maintain a comprehensive understanding of referral pathways.

- Facilitate a smooth referral process which enables all young people who meet eligibility criteria are allocated, contacted and registered all within required timeframes, ensuring no barrier is created to hinder this process.
- Provide support to youth workers, including in building their expertise and professional relationship skills to aid positive outcomes.
- Ensure timely accurate data recording, oversight with the performance development and tracking of targets
- Contribute to the development, operations and evaluation of BHM Reconnect, YUP and P.A.R.T.Y programs utilising strong coordination skills.
- Facilitate and ensure the successful and ongoing implementation of data input including the application and use of the GEMS system in relation to BHM Reconnect and SRS for all programs. Coordinate statistical analysis of young adults participating in the programs and provide monthly charts and overviews (with comparisons) in relation to their movement through the program.
- Achieve pre-agreed service provision within BHM Reconnect, YUP and P.A.R.T.Y programs, related to outcomes achieved and evaluation feedback.
- Contributing to funding applications including grants, submissions and other fundraising as a member of TYJI leadership.
- Maintain monitoring and documentation of all program brokerage expenditure in line with your delegation.
- Ensure all service deliverables are monitored and met as documented in alignment Grant Program funding agreements - Schedule.
- Undertake such duties and exercise such powers, authority and discretion in relation to the business of the Board as may from time to time be delegated to you by the Program Manager or CEO.
- Maintain and establish relationships with key stakeholders, and attend stakeholder meetings as appropriate for your role. This may include the scheduling, planning and promotion of stakeholder meetings.

Administration

- Ensure marketing, referral and promotional material is up to date and current.
- Ensure policies and procedures are appropriately adhered and up-to-date in accordance with relevant government changes.
- Ensure client notes and files are maintained as per guidelines.
- Ensure all documentation including assessments, safety plans and case noting of the team is up to date.
- Undertake and complete reports where required.
- Update and manage the BHM Reconnect, YUP and P.A.R.T.Y program manuals, in consultation with the program manager.
- Keep up to date and accurate records of supervision, minutes and other documents relating to BHM Reconnect, YUP and P.A.R.T.Y programs.

Quality and risk

- Participate in the development and implementation of strategies, protocols, quality standards and strategic links for service coordination the development of The Youth Junction programs as required.
- Plan, develop and provide advice and recommendations to the Program Manager, and CEO of The Youth Junction Inc. in terms of monitoring, evaluation and risk management for efficient and effective service delivery in BHM Reconnect, YUP and P.A.R.T.Y programs.
- Ensure procedures are conducted within appropriate standards.
- Ensure program guidelines are maintained in service delivery.
- Ensure the workspace is functional to workplace health and safety requirements.

Personal Accountability

- Adhere to and promote the mission, vision and values of The Youth Junction Inc, and compliance with its policies and procedures.
 - Cultivate a team focused positive environment and model team-leader and collaborative behaviour.
 - Cooperate with strategies to actively ensure the safety, protection and wellbeing of children and young people who come into association with The Youth Junction.
 - Ensure appropriate use of resources.
 - Work collaboratively with colleagues and stakeholders in accordance with The Youth Junction Inc.'s values and standards of behaviour.
 - Take reasonable care of your own health and safety, and the health and safety of others including those in your team, and across the broader sites that you work.
 - Promote a positive safety culture by contributing to health and safety communications and consultation and respond promptly to health and safety hazards, incidents and near misses.
 - Report all hazards, incidents and near misses promptly.
 - Attend mandatory training and maintain professional standards as required by your position.
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6. Person specification

Qualifications

- A tertiary qualification in youth work or related discipline
- Current Level 2 First Aid Certificate or willingness to obtain.
- Current Victorian Driver's Licence.
- Current Working with Children's Check
- Vaccination status as per state guidelines

Experience

- Demonstrated experience in working with youth issues, community development principles and leading practice program and service response within a collaborative framework.
- Understanding of the barriers that may exist and impact on young adults to access services
- Demonstrated knowledge and understanding of the principles and practices of youth work, case management frameworks and trauma informed practice.
- Demonstrated leadership experience and clinical supervision knowledge and experience

Core selection criteria

- Values alignment: ability to demonstrate and authentically work to The Youth Junction's values.
- Sector understanding: ability to analyse problems from various angles affecting young adults and to use collaborative processes and knowledge for decision-making and action
- Theoretical understanding : an ability to demonstrate and role model youth work principles and practise
- Cultural sensitivity: an awareness of culturally sensitive practise when providing service or support to Aboriginal, Torres Strait Island, CALD or LGBTIQ+ young people
- Previous experience working in a fast paced, youth focussed environment;
- Sound decision making ability, and aptitude to maintain calm and supervision skill when there is a crisis situation
- Strong verbal and written communication skills, including experience in preparing reports and stakeholder communications;

- Experience in consultation and collaboration with relevant government and community organisations, and the development of partnerships;
- Ability to develop and maintain positive and productive relationships with internal and external colleagues;
- Minimum 1 years' experience in leadership of a team and supervision of staff;
- Minimum 2 years' experience with strength focused client centred practice;
- Experience in creating a team culture which enables a strong collaborative and innovative solutions approach;

- **We are a child safe organisation.**

The Youth Junction prioritises being a child safe organisation and is committed in everyday practise to ensuring the wellbeing and safety of children and young people we support. As a child safe organisation, employment with us is subject to a Victorian Working with Children check and a satisfactory national (or international where relevant) police check.

This position description is subject to review and may change in accordance with The Youth Junction Inc.'s operational or service requirements.

- **Acknowledgement**

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

	Employee	Manager
Name:		
Signature:		
Date		