

POSITION TITLE:	Team Leader- Youth Justice		
REPORTS TO:	Youth Justice Program Manager		
POSITION CLASSIFICATION:	Fixed Term		
AWARD/CERTIFIED AGREEMENT	Social, Community, Home care and Disabilities Award 2010 and CMY Collective Agreement 2015-2018 or any replacement agreement.		
PRIMARY WORK LOCATION:	Sunshine Travel to other CMY offices and off-site locations may be required	APPROVED BY:	Bec Lean
SALARY:	SCHADS Level 6 plus: <ul style="list-style-type: none"> • Access to salary packaging • Superannuation paid as per the <u>Super Guarantee</u> • Annual leave loading • Generous entitlements including cultural leave options and flexible work arrangements 	LAST UPDATED:	June 2026

About CMY

The Centre for Multicultural Youth (CMY) is a non-profit organisation based in Victoria and has been shaping culture alongside multicultural young people and communities since 1988. Our purpose is to create a society where multicultural young people live a life where they are connected and can fully reach their potential.

CMY works to address systemic barriers that impact multicultural young people by:

- Advocating for social change, challenging inequities and barriers that multicultural young people face.
- Delivering support services and programs to young people and families.
- Connecting and creating innovative opportunities for multicultural young people.
- Amplifying the voices and experience of multicultural young people to shift narratives and influence systems.
- Influencing government and policy makers with evidence-based information and lived experience.
- Developing the knowledge, confidence and skills of other organisations, businesses and government.
- Researching current issues affecting multicultural young people to inform what we do.

Our work is youth-informed, strengths-based, and grounded in diversity, inclusion and anti-racism. At CMY, we all play a part in shaping systems, attitudes and behaviours that create the society we all deserve. Find out more: cmy.net.au/about-us

About the Program Area

The Programs and Services function area of CMY develops and delivers a range of projects, programs and services that focus on building resilience and developing capability and capacity of multicultural young people within a strengths

based, family and community focused approach. Programs and services are integrated and operate in a coordinated manner with a local, regional and state-wide focus.

About the Youth Justice Program Portfolio

The Youth Justice Lived Experience Mentoring and Change It Up Programs aims to support young people from South Sudanese and Pasifika backgrounds under youth justice supervision to foster positive lifestyles and develop pro-social identities. Through the provision of intensive case management support, and guidance from lived experience mentors acting as positive role models, participants will be supported to identify and reach their goals and disengage from the criminal justice system

POSITION SUMMARY:

The Team Leader, Youth Justice Lived Experience Mentoring Project & Change It Up, provides leadership, supervision and guidance to Multicultural Youth Workers and teams (including multi-disciplinary and / or specialist staff) to ensure best practice and quality outcomes for young people, their families and communities.

Reporting directly to the Youth Justice Program Manager, the Team Leader will work with key stakeholders including Department of Justice and Community Safety, Deakin University, project staff and internal CMY programs to coordinate the delivery of intensive case management support for South Sudanese or Pasifika youth. The position focuses on ensuring that staff are supported and enabled to build a coordinated network of support and promoting a sense of connectedness to family, school or employment, peers and community that encourage pathways away from offending.

The Team Leader will also work closely with the Youth Justice Program Manager to provide strategic leadership and support for metropolitan networks and projects.

This position will supervise youth workers and teams within the Youth Support Portfolio who engage in youth support activities including, but not limited to, one on one youth support, family work, group work, school-based work, youth development and leadership opportunities, mentoring and volunteer programs. However, as an agile role, this designation may change over time as the organisation's strategic priorities and stakeholders needs shift. Please see the 'CMY Portfolio description' section at the end of this document.

JOB RESPONSIBILITIES:

- Provide timely support and specialist advice to youth support staff around good practice, performance, service quality, and related matters
- Provide direction, support, guidance and supervision to project staff to support in the delivery of best practice support for vulnerable young people consistent with project objectives, organisational expectations and relevant statutory requirements;
- Assess and evaluate team and individual performance to ensure quality and timely work program outputs, applying effective employee management and personnel practices, including the supervision, mentoring, and ongoing development and training of staff;
- Maintain up to date knowledge of youth support and casework practice, policies and directives, and communicate this knowledge to direct reports in order to maximise outcomes for young people;
- Implement and monitor quality assurance activities;
- Play an active role in broader CMY Youth Support and Youth Justice leadership team, being flexible and responsive as needs arise within the program area
- Contribute to the strategic direction and growth of programs within the portfolio;
- Under direction from the Program Manager, represent CMY on the Project Reference Group, sector panels and other relevant forums as required;
- Liaise with key stakeholders, particularly with DoJCS and Deakin University, to nurture and maintain excellent working relationships, and negotiate matters on behalf of CMY as required;
- Attend and engage in networking activities, as well as sector and professional development activities.

- Facilitate Project, team and casework meetings that promote a high performing service delivery team and communication of best practice.
- Ensure that relevant qualitative and quantitative data is captured for monitoring, reviewing and reporting, including oversight of all reporting to the Department of Justice and Community Safety;
- Prepare and provide work and project reports, including recommendations, to the Program Manager;
- Networking with, and developing and managing relationships with, both internal and external stakeholders.
- Be responsible for the consistent organisational 'voice' and CMY branding when representing CMY.
- Delivering effective project management, youth support and casework services and programs consistent with policy, procedures and within approved systems.
- Ensure direct reports are aware of and adhere to youth support and casework policies, procedures and processes.
- Carry out duties in accordance with all relevant legal Acts, Legislation, Regulations and Standards in Child Protection and Domestic and Family Violence.
- Abide by the policies and procedures of CMY and operate within the Code of Conduct
- Perform all tasks in line with CMY values of Participation, Diversity and Human Rights.
- Continuous improvement mindset with the ability to recommend process improvements for efficiency and effectiveness.
- Commitment to CMY purpose and values.
- Consistent with the strategic directions of CMY carry out all other duties as directed by senior management.

KEY SELECTION CRITERIA:

1. Demonstrated experience in the supervision of staff including leading and delivering youth focused services and supporting and supervising individuals and teams that deliver casework and support activities to young people.
2. Experience working with young people from refugee and migrant backgrounds and an understanding of issues affecting young people's engagement with the justice system;
3. Strong communication skills with the ability to engage and communicate with diverse stakeholders including with young people, other agencies, government departments, community groups and organisations.
4. Demonstrated strong organisational and time management skills including well-developed analytical skills, and the ability to plan and manage an effective work program and meet deadlines.
5. Demonstrated understanding of risk assessment, including child safety, and youth offending and how these relate to working with multicultural young people.
6. Extensive experience in implementing a youth centred approach to service delivery.

QUALIFICATION REQUIREMENTS:

- Tertiary qualifications in related field (i.e. youth or social work, community development, education) and/or at least 5 years of relevant experience in equivalent roles.

ROLE REQUIREMENTS:

Mandatory Requirements:

All CMY staff must meet the following core employment requirements:

- **Pre-employment checks:** Satisfactory Police Record Check, Working with Children Check, and verification of the right to work in Australia.

- **Health and safety:** Compliance with Occupational Health & Safety (OH&S) policies and a demonstrated commitment to workplace safety for self and others.
- **Conduct and values:** Commitment to CMY’s values of Participation, Diversity and Human Rights, and adherence to CMY’s Code of Conduct, policies, and procedures.
- **Workplace expectations:**
 - Capacity to work flexible hours (including evenings and occasional weekends)
 - A current driver's licence, as this role requires a capacity to travel throughout Victoria, including occasional overnight stays.
- **Training and development:** Completion of the following mandatory training modules upon commencement and at regular intervals as required:
 - CMY Organisational Induction
 - Culturally Responsive Practice
 - Child Safety Training
 - Building Aboriginal Cultural Competency
 - Introduction to Family Violence
 - MARAM (Multi-Agency Risk Assessment and Management) Training (as relevant to role)

Note: Mandatory training is reviewed regularly and may change to reflect organisational and sector needs.

General Requirements:

- Contribute to ‘OneCMY’ culture through connecting, collaborating and culture shaping;
- Perform other duties as directed, consistent with organisational strategy and priorities.

ADDITIONAL INFORMATION:

- CMY is a Child Safe organisation and an Equal Opportunity Employer. All staff are subject to child safety screening and assessment as part of the recruitment process, including referee checks.
- CMY roles operate within a hybrid working environment, with flexible work arrangements that may be negotiated based on team and organisational needs.
- Please see [Guidelines for applying for a Job at CMY](#)

CMY STRATEGIC OBJECTIVES:

- **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
Manager Signature

Date 25/06/2026

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

Employee Name

Employee Signature Date / /