



## POSITION DESCRIPTION

<b>Title</b>	Youth Worker MFS/MFB Mentoring Program
<b>Program/Department</b>	Southern Services
<b>Position Number</b>	13.27
<b>Award</b>	Social and Community Services (Vic) Award 2002
<b>Classification</b>	Youth Worker - Class 2
<b>Term</b>	12 month contract
<b>Position reports to</b>	Coordinator Youth Mentoring Program

### 1. CONTEXT

Mackillop Family Services was formed in 1997 with the refounding of seven Victorian child welfare agencies of the Sisters of Mercy, Christian Brothers and Sisters of St Joseph.

We are one of the largest providers of specialist support services to vulnerable and disadvantaged children, young people and their families through five core areas of service:

- Supporting families experiencing disadvantage and crisis;
- Supporting families raising a child with a disability;
- Education and training services for children and young people;
- Services for children and young people who are not able to live at home; and
- Services for the former residents of our founding agencies.

Mackillop Family Services, services are clustered in eleven Programs which are in turn grouped into three Divisions. The three Divisions are Barwon Services, Community Programs and Alternate Care. Some 420 staff and 400 volunteers are involved each fortnight in our services across Melbourne and Geelong.

The role of the Metropolitan Fire and Emergency Services Board (MFB) according to the Act is, "to provide for fire safety, fire suppression and fire prevention services and emergency response services in the metropolitan fire district."

Since 2001 the MFB has been making an effort to develop its capacity to better respond to a diverse community and to increase the diversity of its workforce. In 2006 the MFB established a Diversity Development Department to develop policies and guidelines that assist the MFB's response to, and engagement with diverse communities.

In 2007, the MFB Diversity Development Department conducted a research project on how to increase applications for firefighting from under-represented groups. The research pointed out the importance of extended engagement with under-represented groups in order to achieve the desired results. A mentoring program was identified as one of the strategies the MFB could utilise to develop on-going relationships with under-represented groups.



## **2. DESCRIPTION OF THE PROGRAM**

MacKillop Family Services in collaboration with the Metropolitan Fire and Emergency Services Board (MFB) have established a 12 month Pilot Mentoring Program. The program is funded to train twenty existing MFB staff as mentors and match them with mentees from under-represented communities such as women, Culturally and Linguistically Diverse (CALD), Indigenous and socially and economically disadvantaged backgrounds between the ages of 16 and 30 years.

The Pilot Mentoring Program will operate as part of MacKillop's Southern Services Program, which is part of MacKillop's Alternate Care Division. The Alternate Care Division consists of three programs providing services to children and young people in Melbourne's Southern and North Western metropolitan regions.

Southern Services provides respite, short term and long term home based (foster) care, long term residential care and case management support, lead tenant, leaving care options and a Mentoring service for young people in Melbourne's Southern metropolitan region.

## **3. KEY FUNCTION**

The Pilot is funded to provide 20 matches at any one time. The program's goal is to increase the diversity of MFB's staff especially amongst the ranks of operational firefighters, by training 20 firefighters as mentors and linking them to 20 mentees from underrepresented communities.

The Youth Worker in conjunction with the Mentoring Coordinator has responsibility for the recruitment, retention and on-going support and professional development of accredited mentors for the pilot. The Youth Worker will promote the program and establish and maintain links within the local community. The Youth Worker is a member of the MacKillop Southern Services Program and is expected to participate in Program meetings.

## **4. POSITION OBJECTIVES**

The following objectives relate to the position of Youth Worker:

1. To ensure that the relationships the mentees develop with their mentors are safe and supportive of the individual's positive potential, by strengthening family relationships and community connectedness.
2. To play a key role in the recruitment, training, assessment and on-going support of Mentors.
3. To contribute to a supportive team environment with the Southern Services Program.
4. To contribute to the development of the Pilot.
5. To contribute to best practice OHS.
6. To undertake other duties as necessary to the position.



## 5. MAJOR RESPONSIBILITIES

### 5.1 Case Work:

The Youth Worker shall:

- Receive referrals and make assessments of potential mentees referred to the pilot.
- Liaise with families and other support people involved with the mentees in the pilot as appropriate.
- Supervise and support mentees and their Mentors.
- Monitor and regularly review each match.
- Facilitate the development and review of working agreements between mentors and mentees.
- Undertake appropriate case recording, data entry and retrieval in accordance with pilot procedures.

### 5.2 Mentor Recruitment and Support:

The Youth Worker shall undertake the following as required:

- Participate in the recruitment and assessment of prospective Mentors.
- Write Mentor assessment reports.
- Present prospective Mentors to the panel for accreditation.
- Present pre-accreditation training and on-going Mentor training in conjunction with the Coordinator.

### 5.3 Team Participation:

The Youth Worker shall:

- Participate in a team approach to service delivery.
- Constructively participate in supervision with the Coordinator.
- Participate in appropriate professional development opportunities and performance appraisal.
- Represent the needs of the pilot within MacKillop Family Services and the wider service sector.
- Promote a spirit of cooperation, goodwill and professionalism within the Southern Services Program.

### 5.4 Service Development:

The Youth Worker shall:

- Implement the mission and values of MacKillop Family Services.
- Promote the pilot within the community and recruit mentees, through liaison and networking.
- Participate in the development and review of procedures, standards and policies for the pilot in consultation with the Coordinator, Southern Services Manager and the Steering Committee.
- Contribute to policy and pilot development and best practice standards within the organization.
- Develop and maintain knowledge of practice, policy and program direction changes in the wider field of Mentoring.
- Participate in pilot and service reviews.



- Attend and support the Steering Committee meetings and accept guidance and support from the Committee.
- Attend appropriate program/site meetings.
- Participate in appropriate community meetings, forums and committees.

#### **5.5 OHS Responsibilities:**

The Youth Worker shall:

- Work in a safe manner to ensure that his/her acts or omissions do not affect adversely the health or safety of any other person;
- Take care of their own health and safety and that of fellow employees;
- Not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of employees;
- Consult with direct supervisors and/or managers regarding health & safety issues affecting one's work place; and
- Complete Near Miss/Hazard/Injury Register Form when appropriate.

#### **5.6 Other:**

The Youth Worker shall:

- Undertake other duties as required.

### **6. KEY SELECTION CRITERIA**

The successful applicant will have:

- Tertiary qualification in Community Development, Youth Work, Social Work or related discipline, experience, and a sound professional knowledge and theory base.
- Assessment skills and the ability to utilize these in a range of settings.
- Experience working with Culturally and Linguistically Diverse (CALD), Indigenous and socially and economically disadvantaged individuals and the capacity to engage and support them.
- Ability to liaise closely with community representatives, community based organisations and relevant professionals and build collaborative relationships.
- Demonstrated ability in case coordination, support, planning and recording.
- Well developed written and interpersonal communication skills.
- Ability to use initiative and creativity in meeting/addressing the support and developmental needs of mentees.
- Ability to work both independently and as a member of a team, and to contribute to the pilot development.
- Support of the mission and ethos of MacKillop Family Services.
- Possession of a current Victorian Driver's Licence.



## 7. PROFESSIONAL DEVELOPMENT

The Successful candidate will be required to complete mandatory training as set out in the MFS Training Calendar. For example:

- Staff Induction/Orientation
- Emergency Fire Safety Training
- Privacy
- Managing the Prevention of Discrimination, Harassment & Bullying

<b>Authorised By</b>	<b>General Manager</b>	<b>Gavin Kempin</b>
<b>Alternate Care:</b>		
<b>Date:</b>		<b>21/4/09</b>