

POSITION TITLE:	Team Leader - Le Mana		
REPORTS TO:	Program Manager, Le Mana		
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.		
LOCATION:	Carlton	APPROVED BY:	Peta Fualau
SALARY:	SCHADS Level 6 plus: <ul style="list-style-type: none"> • Access to salary packaging • Superannuation paid as per Super Guarantee • Annual leave loading • Generous entitlements including cultural leave options and flexible work arrangements 	LAST UPDATED:	June 2023

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

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.

The Le Mana Program is dedicated to fostering connected communities and a strong sense of belonging for Pasifika youth in Victoria. We offer a variety of opportunities tailored to address the unique challenges faced by Pasifika young people. Our program aims to break down systemic barriers that hinder's access to education, employment, and active participation in civic society. By understanding and tackling issues such as cultural disconnection, discrimination, and socioeconomic disadvantages through school programs, one on one support with secondary consults and training. We empower Pasifika youth through opportunities to thrive and become influential members of their communities.

POSITION SUMMARY:
<p>The Team Leader, Le Mana, provides leadership, supervision and guidance to Multicultural Youth Workers to ensure best practice and quality outcomes for Pasifika young people, their families and communities.</p> <p>The Team Leader will work closely with the Le Mana Program Manager to provide operational leadership and support for the Le Mana team, metropolitan networks and projects.</p> <p>This position will supervise multicultural youth workers within the Le Mana Program who engage in youth support and capacity building 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.</p> <p>The Team Leader, Le Mana will:-</p>

- Provide the CMY Le Mana team with day to day operational support and supervision to deliver a range of activities to strengthen the capacity of Pasifika communities to respond to the challenges they face and to deliver on early intervention programs for ‘at risk’ young people;
- Maintain partnerships with Pasifika community groups, organisations and relevant peak bodies and stakeholders for the successful delivery of the Le Mana Pasifika Program;
- Support the design of culturally appropriate early intervention programs for at risk Pasifika young people and/or operationalise special projects and special projects staff as required;
- Implement best practice youth engagement models and practice standards that amplify the voices and develop the leadership skills of Pasifika young people;
- Be responsible for the coordination and delivery of programs across Metro Melbourne and where relevant, across Victoria;
- Support the team to maintain culturally relevant approaches in program delivery to strengthen Pasifika young people and families’ self-determination;
- Engage with ‘at risk’ Pasifika young people in a range of settings including schools, sport clubs, churches and/or other community structures to deliver culturally appropriate programs;
- Support team members with the design and implementation of programs that respond to the needs and aspirations of Pasifika young people;
- Support the design, development and delivery of workshops for services to increase their capacity and knowledge in working with Pasifika young people and their families;
- Support the organising and prioritising of the work of the Le Mana team so as to successfully achieve tasks and objectives in the most efficient way possible within available resources, organisational policies and procedures and required timelines;
- Provide ongoing support for the monitoring and management of data collection, case notes and work plan requirements; and
- Perform direct service delivery to young people, families and the community as part of this role.

Role Competencies	Responsibilities
Strategy	<ul style="list-style-type: none"> • Provide timely support and advice to Le Mana staff around good practice, performance, service quality, and related matters; • Implement operational plans with clear priorities and individual work plans across the team.
Operational Management and Team leadership	<ul style="list-style-type: none"> • Provide direction, support, guidance and / or supervision to Le Mana Program staff in delivering best practice support for vulnerable young people from Pasifika backgrounds consistent with best practice standards and relevant statutory requirements; • An ability to evaluate team and individual skill levels and competencies and plan for the development of those skills; • Maintain up to date knowledge of support and practice objectives, policies and directives, and communicate this knowledge to enable the Le Mana team to maximise outcomes for Pasifika young people engaged within the program and across CMY; • Play an active role in the broader leadership team, being flexible and responsive as needs arise within the broader area; • Implement and monitor quality assurance activities
Strategic Partnerships	<ul style="list-style-type: none"> • Attend and engage in networking activities, as well as sector and professional development activities; • Represent CMY on committees, forums and networks as required.

Communications	<ul style="list-style-type: none"> • Facilitate Le Mana team meetings to create a culture of high performance and to enable service delivery that achieves best practice; • Participating in activities for monitoring, reviewing and reporting within the broader program area; • Networking with both internal and external stakeholders; • Be responsible for the consistent organisational OneCMY 'voice' and CMY branding when representing CMY.
CMY Policy & Procedures Framework	<ul style="list-style-type: none"> • Delivering effective Program activities and projects consistent with policy, procedures and within approved systems; • Ensure direct reports are aware of and adhere to organisational expectations in relation to policies and procedures that relate to direct work with young people, families and communities; • 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.
Personal Effectiveness	<ul style="list-style-type: none"> • Effective self-management; • 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:

Key Selection Criteria

1. Relevant skills, experience and qualifications in Youth work or alike.
2. 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.
3. Strong communication skills and ability to engage with diverse stakeholders including with young people, other agencies, government departments, community groups and organisations, especially demonstrating well-developed intercultural/bi-cultural skills to collaborate effectively with Pasifika communities.
4. Strong organisational and time management skills including well-developed organisational and analytical skills, and the ability to plan and manage an effective work program and meet deadlines.
5. Demonstrated understanding of Adolescent development, risk assessment, including child safety and family violence and how these relate to working with Pasifika young people.

QUALIFICATIONS:

- Tertiary qualifications in related field (i.e. youth or social work, community development, education) and/or at least 3 years of relevant experience in equivalent roles.

ADDITIONAL INFORMATION:

- This position is specifically for someone from a Pasifika background, under Special Measures of the Equal Opportunity Act;
- 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;
- This role will require regular travel to South Eastern and North Western Metropolitan areas of Melbourne.
- This role at times may require a capacity to work flexible hours; and
- A current driver's license is required.

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 Manager
Name

Executive Manager
Signature

Date

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

Employee Name

Employee Signature Date / /