



## POSITION DESCRIPTION

*STARTTS is committed to Equal Employment Opportunity (EEO) and anti-discrimination policies.*

**POSITION NUMBER: 1138**

**Date reviewed/created: August 2019**

**POSITION TITLE: Youth Project Officer**

**TEAM:** Community Services Team

**LOCATION:** Auburn

**AGREEMENT:** "NSW (Non-Declared) Affiliated Health Organisations' Professional and Associated Staff Agreement".

**CLASSIFICATION:** Health Education Officer, or other relevant classification based on qualifications, experience and requirements of the role.

A generous salary packaging scheme is also offered.

**PERIOD OF APPRAISAL:** Performance will be assessed within 6 months of commencement and a 6 month probationary/qualifying period will also apply.

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### Background to STARTTS

STARTTS is a state-wide service funded by the NSW Department of Health and Commonwealth Department of Health to provide high quality assessment, treatment and rehabilitation services to people living in NSW who have experienced organised violence or trauma associated with the refugee experience. STARTTS is an Affiliated Health Organisation (AHO), a Non-Government Organisation whose services are deemed to be part of the NSW public health system.

STARTTS' service provision philosophy is predicated on a bio-psycho-social framework that incorporates a large range of clinical and psycho-social interventions informed by the latest advances in neuroscience and evidence based practice in relevant fields. As such, STARTTS provides a broad range of services including assessment; counselling for all age groups; psychiatric assessment and interventions; family therapy; group interventions; body-focused interventions such as massage, physiotherapy, acupuncture and pain management groups; support groups; programs for children and youth; and various strategies to increase the capacity of support networks and refugee communities to sustain their members.

The focus of the STARTTS' approach is on building capacity and empowering people and communities to take control over their own lives, using a strengths-based approach and building on individual, family, community and cultural strengths.

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### Background to the Program Area of the position

Community Services team covers a wide range of services for refugee individuals, families and communities. The team is managed by the Community Services Coordinator and it consists of the following Teams and positions: FICT Team, Community Development Team, School Liaison Team, Youth Team, Evaluation Officer, Policy Officer, Communities in Cultural Transition Project Officer, Community Cultural Development Project Officer. Community Services Team is integral to the STARTTS systemic approach to recovery of torture and trauma survivors.

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### ORGANISATIONAL RELATIONSHIPS:

1. Responsible to: Youth Team Leader
2. Responsible for: Nil

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**SELECTION CRITERIA:****Essential Criteria:**

1. Tertiary qualifications in youth work, community development, health or the social science or significant experience in the area.
2. Demonstrated knowledge and experience in working with children and young people from refugee background and in organising programmes for this group.
3. Understanding of the effects of torture and trauma on individuals, families, and communities and its impact on resettlement in Australian context particularly as this relates to the challenges faced by young people.
4. Demonstrated understanding of current legislation relevant to work with children and young people.
5. Demonstrated knowledge and experience in community development, advocacy, partnership building and community liaison in a multi-cultural context.
6. Demonstrated experience in delivering group interventions and the ability to organise and facilitate groups.
7. Ability to work as a team member in a multicultural and multi-disciplinary team, and provide consultancy and mentoring to other staff engaged in youth related projects.
8. High level of communication skills and interpersonal skills, including written and oral skills, consultation, negotiation, presentation and liaison skills.

**Desirable Criteria:**

1. Bi-lingual in a community language relevant to newly arrived refugee communities living in NSW particularly those affected by conflicts in Syria and Iraq.
2. Possession of a current NSW LR driving license or eligibility and preparedness to obtain one and willingness to travel.
3. Demonstrated experience in the development and delivery of training programs and/or understanding of adult education principles.

\*This position is considered child-related employment and will require a Working with Children Background Check and a National Criminal Record Check.

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**BRIEF DESCRIPTION OF ROLE**

This is an interesting position for a highly motivated person with youth work and community development skills. This position is responsible in implementing STARTTS youth services, engaging young people in meaningful activities and programs that encourage participation in community, address barriers to engagement and foster skills development, participation in residential programs, participation in STARTTS work with schools and youth and children's services, provision of support and mentoring for other STARTTS staff working with refugee young people, supporting youth initiatives within various refugee communities and networking and liaison with relevant stakeholders.

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**PRIMARY OBJECTIVES:**

1. To liaise and consult with young people of refugee background, refugee communities and relevant organisations about the needs of young people, identify gaps in services and advocate for the development of appropriate services to address those needs.
  2. To participate in the development of STARTTS services and programs to address the specific needs of young people and children of refugee background in conjunction with STARTTS staff.
  3. To coordinate the delivery of STARTTS' residential and group programs for youth.
  4. To network with people working with or likely to come into contact with young people of refugee background and participate in collaborative initiatives.
  5. To provide support to refugee communities wishing to develop their own youth projects.
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## **PRIMARY DUTIES:**

- 1. Liaise and consult with refugee young people, refugee communities and relevant organisations about the needs of refugee young people, identify gaps in services and advocate for the development of appropriate services to address those needs.**
  - 1.1. Attend relevant youth interagency and other similar fora.
  - 1.2. Participate in STARTTS Community Consultations to ensure youth input.
  - 1.3. Identify gaps in services and policy issues and feed those to the STARTTS Policy Officer or senior staff.
- 2. Community Development, community education and social support**
  - 2.1. Participate in the development of STARTTS services and programs to address the specific needs of refugee young people and children in conjunction with STARTTS staff.
  - 2.2. Provide mentoring and consultancy to other STARTTS staff members in their development of programs targeting young people and children.
  - 2.3. Participate in the development of strategic plans regarding services to young people and children.
  - 2.4. Ensure that issues specific to young people are considered during this process.
  - 2.5. Participate in the STARTTS Children and Adolescents Working Group.
- 3. Training and supervision Coordinate the delivery of STARTTS' residential and group programs for refugee boys and young men.**
  - 3.1. Organise one Residential Program targeting 14-17 years olds per annum.
  - 3.2. Organise one mixed gender Residential Program targeting 10-13 years olds per annum.
  - 3.3. Run at least two young people's groups per annum most likely within school setting.
  - 3.4. Support and participate in regional youth residential programs (1 per annum).
- 4. Reporting Network with people working with refugee young people or likely to come into contact with young people and participate in collaborative initiatives.**
  - 4.1. Attend relevant interagencies.
  - 4.2. Identify and implement collaborative projects with relevant stakeholders.
  - 4.3. Provide STARTTS Training to relevant stakeholders as required.
- 5. Provide support to refugee communities wishing to develop their own youth projects.**
  - 5.1. Develop relationships with relevant refugee communities.
  - 5.2. Provide training, advice and guidance with project planning, implementation and evaluation.
  - 5.3. Assist with funding submission writing.
  - 5.4. Assist with linking refugee community organisations with other relevant stakeholders.
  - 5.5. Mentor youth leaders likely to run projects in their own communities.
- 6. Other relevant tasks**
  - 6.1. If necessary, undertake training about the effects of torture and trauma and the approaches to rehabilitation available at STARTTS.
  - 6.2. Undertake relevant staff development activities particularly community development focused.
- 7. Personnel**
  - 7.1. Participate in STARTTS Performance Management program and in the development of a Performance Management Plan
  - 7.2. Be an active participant in team meetings to maximise contribution to the work of the team
  - 7.3. Participate in STARTTS staff meetings and other relevant meetings
  - 7.4. Work to ensure professional and co-operative working relationships within own team and with other departments across STARTTS.
  - 7.5. Participate in identifying quality improvement initiatives/strategies.
  - 7.6. Attend and participate in all training opportunities identified for the role.

7.7. Liaise with and seek senior advice as required.

**8. As a STARTTS employee you are expected to:**

- Have commitment to Human Rights, EEO, WHS and Safe Work Practices.
- Carry out the role and responsibilities in a manner that is consistent with delegations, policies, procedures and operations systems of STARTTS and in line with STARTTS Code of Conduct.
- Maintain confidentiality and exercise discretion in relation to all STARTTS matters.
- Actively seek to improve skills and knowledge that will benefit the organisation.
- Project a professional image at all times and in all situations.
- Undertake any other duties that may be required within the area of work.

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**Equal Employment Opportunity and Staff Relationships:**

- STARTTS is an Equal Employment Opportunity (EEO) employer and encompasses its philosophy and practice.
- STARTTS rejects racism and sexism in all its forms and is committed to the elimination of racial and gender discrimination including direct and indirect racism and sexism, racial vilification, and harassment.

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**STARTTS Workplace Policies**

You must observe and comply with the provisions set out in any and all written policy, practice or procedure of STARTTS. A breach of STARTTS' policies, practices and procedures may result in disciplinary action up to and including termination of your employment.

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**Work Health & Safety responsibilities:**

- Comply with STARTTS WHS policies and procedures.
- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report to your Supervisor any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work.

**Risk management responsibilities:** All staff have a responsibility to identify any risks (ie the chance of something happening that will have an impact on the objectives of the organisation) in the course of their work and to inform their supervisor, as per the *STARTTS Risk Management Policy and Program*.

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**Smoke-free Workplace**

STARTTS is completely smoke-free. This means that smoking is not allowed in any STARTTS' buildings, vehicles or grounds, there are no designated smoking areas. As an employee you are required to comply with the 'Non-smoking' Policy.

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I have read the **Youth Project Officer** Position Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with STARTTS' policies and procedures and can be required to work in any location under the jurisdiction of STARTTS.

I also agree to strictly observe STARTTS' policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment.

**Employee Name:** \_\_\_\_\_

*Please print*

**Employee**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER: Jorge Aroche**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The review for this Position Description is due: August 2021**