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| **Position** | **Community Integration Leader** |
| **Reports to** | Southern Area Manager |
| **Directorate** | Operations |
| **Location** | Berry Street, Morwell - Gippsland |
| **Industrial Award** | SCHADS Level 4.2 |
| **Employment Type** | Full Time 1.0EFT  Ongoing |
| **Direct reports** | N/A |
| **Date approved by Director** | 1 October 2020 |

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| **ACKNOWLEDGMENT OF COUNTRY**  Whitelion acknowledges the Traditional Owners and Custodians of the land on which it is situated and we pay respect to their Elders past, present and emerging. We acknowledge and respect the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander Peoples across the nation. |
| **STATEMENT OF INCLUSION**  We are passionate about creating a workplace that promotes and values diversity. We are therefore committed to providing a safe environment for all people, regardless of their age, culture, ability, gender, language, racial origin, religious belief and/ or sexual identity. |
| **THE CHANGE WE NEED TO MAKE (Vision)**  A world where no young person is left behind. Where all young people have the right to equitable opportunities to reach their potential. |
| **WHY WE EXIST (Purpose**)  To build positive connections and pathways to work for young people at risk. |
| **WHO WE ARE HERE TO SERVE (Young people at Risk)**   * Highly vulnerable, high risk * Impacted by the justice system, out of home care, homelessness, complex and chronic disadvantage |
| **WHAT MAKES US DIFFERRENT (Service Blueprint)**   * Invites young people, staff, volunteers and supporters to create positive movement forward and impel each individual towards positive connections and pathways to work * Four outcome areas help to achieve this: safe & stable; learning & supportive networks; skills & growth; connection & independence * Success depends on the voice and lived experience of highly vulnerable, high risk young people; systems around them; and the Whitelion community |
| **VALUES AND BEHAVIOURS**   * We work together (Collaboration) * We turn up and do our best (Committed) * We deliver on commitments (Accountable) * We want everyone to belong (Inclusive) |
| **STRATEGIC PRIORITIES**   * **People**   Our staff and volunteers are engaged and enabled to be their best in an inclusive and high performing environment.   * **Programs**   Highly vulnerable young people experience improved connections and pathways to work.   * **Supporters**   Our supporters and partners are integral to solutions for achieving impact and sustainability.   * **Sustainability**   Financial sustainability is based on healthy reserves which can be used to reinvest in workforce capabilities, program innovation and systems improvement. |
| **Whitelion is a child safe organisation for children and young people**  Whitelion is committed to preventing any danger to children and young people who engage with our services. We do this by constantly working on creating a safe, empowering and respectful culture. Click here to read our full **Commitment to Child Safety**: <https://www.whitelion.asn.au/files/Commitment%20to%20Child%20Safety.pdf> |

**Position purpose**

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| The aim of the Community Integration Program (CIP) is to train volunteers who then support children and young people in residential care and on relevant child protection orders to connect with their community through linkages with local sports clubs, dance classes, art clubs and more. These links create connections between the young people and their community to reduce isolation and disconnection by increasing social skills and confidence.  The following key objectives are-   * Oversee the coordination of the CIP program. This involves working closely with partner organisation, Berry Street, and other community organisations. * Maintain strong local support among key stakeholders and the community. * Coordinate and participate in the engagement strategy for young people in care. This involves engaging with young people, aged 10-17 years, and facilitating relationships with volunteers for those referred to the program. * Assist in the coordination and participation in volunteer recruitment, training and ongoing supervision and support of volunteers. * Develop an understanding of young people’s interests, needs and goals for individual links with volunteers. * Coordinate the matching of young people with suitable volunteers. * Prepare program reports and evaluations as required. * Develop initiatives to enhance the CIP program. * Be an effective Whitelion team member and engage in building positive connections and pathways to work for young people at risk. |

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| **Key result areas** | **Performance measures** |
| Workplace health, safety and wellbeing | While at work you must:   * Take reasonable care for your own health and safety * Take reasonable care for the health and safety of others * report any matters that may be a risk to the health and safety of yourself or others * Comply with any reasonable instructions, policies and procedure given to you by Whitelion. |
| Develop and deliver the CIP Program | * Review the current program documentation and ensure it aligns with the Better Futures framework and service delivery needs of the program * Maintain and further develop networks specific to the program and area * Ensure a comprehensive understanding of the client group eligible for and participating in this program * Develop meaningful relationships with agencies in the Inner and Outer Gippsland Region. |
| Coordination and participation in volunteer recruitment, training and support | * Participate in recruitment activities and strategies for volunteers * Ensure that promotional material is current and accessible * Participate in the assessment process for volunteer applications * Participate in the interviews, reference checks, assessment reports and outcomes of applicants * Participate in the information and training sessions for volunteers and ongoing training. |
| Supervision and support of volunteers | * Ensure regular support, supervision and debriefing is received by all program volunteers * Ensure appropriate and timely documentation of supervision and support provided * Participate in volunteer support groups |
| Coordination of matching young people with suitable volunteers | * Support participants (young people and volunteers) in matching process * Develop an understanding of young people’s interests, aspirations, needs and expectations of the program * Gain an understanding of individual volunteer’s expectations, interests, experience and skills   Coordinate the matching of young people with suitable volunteers |
| Preparation of program reports and evaluations, data management | * Prepare and submit reports as required * Participate in the development and administration of evaluations as required * Ensure maintenance of program databases |
| Generate and maintain strong community links | * Develop networks with government and non-government agencies * Promote young people’s aspirations, contributions and expectations * Participate in broader cross-sector stakeholder meetings and specific volunteering networks within the community |
| Participate as a member of the Whitelion team | * Understand and abide by Whitelion policies including Occupational Health and Safety * Participate in program, area, state-wide and national meetings * Participate in relevant working groups or allocated portfolio areas aligned to development. |

**Skills and attributes**

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| **Qualifications:**  Relevant tertiary qualification in Youth Work, Social Work, Psychology, Social Science or related area. |
| **Experience:**   * Demonstrated knowledge and understanding of Victoria’s Child Protection System and the skills to integrate the CIP program within the Better Futures Framework * Understanding of the needs of young people engaged in the Child Protection System * Demonstrated knowledge and understanding of volunteer management * Demonstrated ability to create and grow relationships between the local community, service providers and community organisations and groups. |
| **Skills:**   * Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook) * Excellent verbal and written communication skills * Ability to liaise with Department of Health and Human Services staff and other key stakeholders * Organised and able to meet deadlines * Hold a current drivers licence and be prepared to drive |

**Behavioural capabilities**

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| * Exceptional team work and collaboration to find ways to support and promote others to succeed. * Exceptional communication skill and to build trust by honouring our commitment * Commitment to social justice and valuing the strengths, resilience and courage of ‘at risk’ young people * Commitment to the safety, wellbeing and participation of all children and young people * To strive for exceptional performance in everything we do. * Positive mindset and ability to see setbacks as opportunities for growth and development * Confidence and assertiveness to represent the Whitelion office * Humility, empathy and willingness to continually learn and grow and encourage everyone to bring their whole self to work and value the many dimensions of who we are. * High level of professionalism and approachability toward all stakeholders to gain cooperation and assistance to achieve timelines |

**Key contact**

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| Gillian Clegg  Southern Area Manager | Gillian.Clegg@whitelion.asn.au |