



POSITION DESCRIPTION

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

POSITION NUMBER: 1138-U

Date reviewed/created: January 2023

POSITION TITLE: Ukrainian Youth Project Officer

TEAM: Community Services – Youth Team

LOCATION: Ukrainian Youth Centre

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 3 months of commencement and a 6 month probationary/qualifying period will also apply.

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.

Background to the Program Area of the position

The 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 7 smaller teams (School Liaison, Youth, Community Development, Rural and Regional Community Development, My Language Team, Community Living Support Refugees and Families in Cultural Transition) and the following positions: Witness to War staff, Community Development Evaluation Officers; Grants, Tenders and Fundraising Officer; Communities in Cultural Transition Project Officers Community Cultural Development Officer, LGBTIQ+ Project Officers, and Community Development Policy Officers. The Community Services Team is integral to the STARTTS systemic approach to recovery of torture and trauma survivors.

ORGANISATIONAL RELATIONSHIPS:

1. Responsible to: Youth Program Team Leader and the Project Steering Committee composed of STARTTS, Ukrainian Council of NSW and Be Kind Sydney representatives.
2. Responsible for: Nil.

SELECTION CRITERIA:

Essential Criteria:

1. Qualifications in youth work, community development, sport and recreation, health or the social science or significant experience in the area.
2. Demonstrated knowledge of child protection, including issues and legislation, risk management, experience in working with young people and understanding of the effect of Torture and Trauma and its impact on resettlement in Australia.
3. Demonstrated ability to build partnership with service providers, agencies, community groups or other stakeholders to plan and deliver effective programs that respond to youth identified needs.
4. Excellent understanding of the culture and refugee experience of Ukrainian young people and their families.
5. Experience in conducting youth related social and recreational group programs.
6. Excellent oral, written and interpersonal communication skills in English and Ukrainian and proficiency in the use of Microsoft Office.
7. Work independently and as part of a multidisciplinary team with a multicultural environment.

Desirable Criteria:

1. Current First Aid Certificate.
2. Current NSW Driver's Licence.

*This position is considered child-related employment and will require a Working with Children Check and a National Police Check.

COVID -19 REQUIREMENTS

*In line with NSW Health & STARTTS Policies, all STARTTS workers are considered Health Workers and are required to be vaccinated against COVID-19. In order to be eligible for consideration for employment with STARTTS, all recruits must provide evidence of three vaccinations against COVID-19, or alternatively provide a Medical Contraindication in the approved form which complies with the requirements of NSW Health & STARTTS Policies, prior to appointment. Should you not be able to comply before your commencement date, the offer of employment may be withdrawn.

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 for delivery youth services for the Ukrainian community of displaced people, execution of activities for young people 12-24 years; engaging young people in meaningful activities and programs that encourage participation in community, addresses barriers to engagement and foster skills development; participation in work with schools and youth and children's services; administration of UCNSW social/digital media platforms addressing key messages and announcing activities for Ukrainian Youth audience; networking and liaison with relevant stakeholders.

Examples of activities this person will be responsible for are the following: physical (fitness, soccer, basketball, water polo, etc.), arts and educational activities (job-search, homework and academic support, English speaking clubs), social events organization. Activities are designed to improve overall physical, emotional and social well-being of young people.

Based in Lidcombe (Ukrainian Youth Centre) this position focuses on coordinating support to Ukrainian Youth Audience. The position is funded by Be Kind Sydney, and the project is a collaboration between Ukrainian Council of NSW, Be Kind Sydney and STARTTS. This 12 month contract is dependent on the inflow of new arrivals and availability of future funding.

PRIMARY OBJECTIVES:

1. Liaise and consult with young people and their families recently arrived from Ukraine about their needs.
2. Plan and deliver programs for Ukrainian young people.
3. Promote the role and impact of Youth program in recovery processes of young survivors of torture and trauma.
4. Plan and execute school holiday activities and a youth camp.
5. Encourage and support young people to be involved in group activities and participate in local events.
6. Recruit and manage volunteers associated with the program.

PRIMARY DUTIES:**1. Routine**

- 1.1. Identify needs of young people recently arrived from Ukraine and create calendar of activities/events for them.
- 1.2. Identify and implement collaborative projects with relevant stakeholders.
- 1.3. Facilitate groups, school holiday activities and a youth camp.
- 1.4. Facilitate access of Ukrainian young people to other STARTTS services.
- 1.5. Assist in the evaluation and effectiveness of the service provided.
- 1.6. Document own work.
- 1.7. If required, undertake training in working with torture and trauma survivors.
- 1.8. Attend relevant external meetings, forums, consultations and interagencies.
- 1.9. Develop Youth Social Media Strategy; guide implementation of the Strategy.
- 1.10. Recruit and manage volunteers associated with the program.

2. Reporting

- 2.1. Supply statistical information and maintain records.
- 2.2. Prepare bimonthly reports to Youth Program Team Leader and the Project Steering Committee.

3. Personnel

- 3.1. Participate in STARTTS Performance Management program and in the development of an annual Work Plan.
- 3.2. Be an active participant in team meetings to maximise contribution to the work of the team
- 3.3. Participate in STARTTS staff meetings and other relevant meetings
- 3.4. Work to ensure professional and co-operative working relationships within own team and with other departments across STARTTS.
- 3.5. Participate in identifying quality improvement initiatives/strategies.
- 3.6. Attend and participate in all training opportunities identified for the role.
- 3.7. Liaise with and seek senior advice as required.

4. 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.

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.

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.

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 (i.e. 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*.

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.

I have read the **Ukrainian 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: January 2025