



**Al-Nisa' Youth Group Inc.  
MUSLIM YOUTH SERVICES (MYServices)  
Male Muslim Youth & Community Development Officer**

**Position Title:** Youth & Community Development Officer

**Service Area:** Predominantly in the Greater Brisbane, Logan and Gold Coast areas with some outreach work in Ipswich, Toowoomba and Sunshine Coast

**Classification:** Social & Community Services (Queensland) Award-2001

**Salary Level:** SACS Level 5.1

**Hours:** 38 hours per fortnight (Monday to Saturday)

A part-time position is available for a Male worker.

**Background to Al-Nisa' Youth Group Inc.**

Al-Nisa' Youth Group Inc is an Incorporated Association managed by a voluntary Management Committee. It was established in July 2005 to act as an advocacy body and to provide young Muslim people in Queensland with support and opportunities to express themselves.

Al-Nisa' is based on the idea of building the capacity of young people and their community capacity to meet their own needs over time and it achieves by involving people in the decision making process.

Currently Al-Nisa' is involved in providing social and recreational activities to young people in the Muslim community and in particular young women.

MY Services is located in Runcorn and its operation under this project will cover the Greater Brisbane Region.

**MYServices**

Muslim Youth Services (referred to here as MYServices) employs a male and a female Youth and Community Development Officer. Funds for this Service have been allocated as part of the Muslim Community Engagement Strategy.

MY Services aims to ensure that Muslim young people in the Greater Brisbane Region are appropriately engaged with the broader community; whilst also facilitating a reduction in Muslim young people's experience of isolation and marginalisation.

The service has two distinct phases:

A scoping exercise was undertaken from April to July 2007. This identified the needs of young Muslim people and relevant community organisations in the Greater Brisbane Region, and informed the development of the direct service delivery phase of the service.

A direct service delivery phase from July 2007 to mid 2009. This will involve a range of projects aimed at building the capacity of the youth service delivery sector and providing limited direct services.

### **Purpose of the Position**

The purpose of the position is to:

- Build the capacity of the current service system to support Muslim youth through identifying needs, networking, education of service providers and the broader community and promoting appropriate strategies to address the needs of Muslim youth
- Provide limited direct practice including information, advice and referral; Individual support work; group work; individual advocacy; and community development work

These positions are complex and will require a person who has good knowledge of developmental youth and community work, early intervention and prevention frameworks, skills to effectively work with youth, and knowledge of issues affecting both newly arrived young people and generational Australians.

### **Duties and Responsibilities**

The successful applicant will be expected to engage in direct service delivery, program development, networking and liaison as well as undertake administrative organisational duties, including reporting, and working collaboratively with the female Youth and Community Development Officer, as well as other internal and external co-workers.

### **Service delivery**

- Provide quality direct support or referrals for young people their families, and communities including mediation, brokerage, and short-term counselling opportunities.
- Link young people with existing Youth Services, and external support networks and other services, as appropriate.
- When required, conduct crisis intervention for youth with particular needs.
- Provide advice, assistance, and where required resources, to a range of relevant service providers, to ensure the effective access and engagement of young people in the support services offered for them.
- Record all contacts with clients including outcomes for clients and referral destinations.
- Conduct outreach initiatives to schools and diverse youth communities as required.

**Program development**

- Plan, develop and implement specific group work initiatives and innovative projects to address the needs of youth. Or in some cases, consult with parents and community elders, to assess needs and provide responses.
- Collaboratively participate, develop and maintain continuing youth services programs.

**Networking and liaison**

- Network and liaise with local community and government services to establish access avenues to various services for identified clients.
- Develop, foster and maintain a working relationship and networks with other local and broader community organisations, community groups, and service providers.

**Organisational duties**

- Promote the MY Services Program, its aims and objectives.
- Develop and maintain information resource for use by the Service and young people.
- Attend meetings and maintain positive working relationships with MY Services staff and other Al-Nisa' staff, and volunteers
- Advocate for the needs of young people and participate in relevant forums as required
- Assist in the development of funding submissions as required
- Effectively implement the organisation's policies, decisions and workloads in relation to matters relevant to the position.
- Work with clients, casual and other staff from diverse cultural, intra-faith, and linguistic backgrounds.
- Perform other duties as specifically assigned by the Management Committee.

**Reporting**

- Develop, in conjunction with the Supervisor, an annual work-plan for the position.
- Provide quarterly reports on progress of programs and provide statistics about actions initiated, and client outcomes to Steering Committee meetings.
- Write correspondence as required, maintain statistics, relevant information, databases and other records as required.
- Conduct all transactions and inquiries in an ethical, friendly, efficient, dignified and professional manner
- Provide support to the Management Committee in promoting and maintaining the reputation and image of the organisation as an efficient and courteous organisation.
- Consistently deliver on the MY Services program's outcomes.

**Organisational relationships of the Youth & Community Development Officer:**

The position reports to the Supervisor.

## **SELECTION CRITERIA YOUTH & COMMUNITY DEVELOPMENT OFFICER**

### **Essential**

1. Demonstrated knowledge and understanding of the Islamic faith
2. Qualifications from a recognised University and/or TAFE College in Youth/ Community Development, or a similar discipline and/or a minimum three years experience in provision of direct client services.

### **Key Selection Criteria**

1. Demonstrated knowledge and understanding of issues faced by Muslim youth people from diverse cultural backgrounds and the ability to innovatively work effectively with young people to address and meet needs on an individual and group work level.
2. Significant experience in establishing and maintaining positive working relationships within community networks; key community stakeholders and service providers in government and community sectors.
3. Proven ability to self-motivate, take initiative and communicate effectively with people from diverse faith and cultural backgrounds, and work harmoniously in a team setting to implement a collaborative community services approach.
4. High level of verbal and written communication skills with the capacity to work effectively within tight time constraints.
5. Possession of a current Queensland “C” class driver’s licence is essential.

Please note that applications:

- must address the selection criteria,
- must not be longer than 3 pages,
- be accompanied by a copy of your CV or resume and
- include names and contact details of at least two referees (one of whom must have directly supervised your work).

For further information please contact Kholoud Abdullah on 0430 482 671 or email [kholoud@myservices.net.au](mailto:kholoud@myservices.net.au)

Applications should be marked **Private and Confidential** and can be either posted to:

The Steering Committee  
MY Services  
PO Box 1586  
Sunnybank Hills QLD 4109

Or email to [thesecretary@alnisagroup.com.au](mailto:thesecretary@alnisagroup.com.au) with ‘Private and Confidential’ in the subject line.

*Applications that do not address the selection criteria may not be considered.*

**Closing date for applications is 5:00pm Friday 16<sup>th</sup> January 2009**

