POSITION DESCRIPTION

Youth Support Worker

Role Title	Youth Support Worker
School Network	Xavier Flexi Schools Network Edmund Rice Education Australia
School	Inala Flexible Learning Centre
Reports	Head of Campus
Band/Wage Scale	School Officer Level 4
Commencement	As soon as can be negotiated
Status	Full-time (76 hours per fortnight)

BACKGROUND:

The Xavier Flexi Schools Network and Flexible Learning Centres are Catholic Schools in the Edmund Rice tradition. The Flexible Learning Centres (FLCs) offer a full-time and multiyear secondary education program for young people who have disengaged from mainstream schooling. Young people typically express a broad range of complex education and social needs and FLCs respond with a variety of flexible and innovative teaching and learning practices including vocational planning and the development of social connectedness.

The purpose of an Edmund Rice Education Australia Flexible Learning Centre is to provide young people with a varied and holistic set of learning experiences which enable them to identify and pursue an individual transition to adulthood, employment, further education and training and social connectedness.

PRIMARY ROLE:

- Supporting effective learning and teaching programs for young people in both middle and senior phases of secondary education.
- Contributing to the development and implementation of the FLC's objectives and planning.
- Contributing to the maintenance of a supportive school environment.
- Liaise with the school, staff, students and their families in relation to planning, actions and achieving outcomes.

KEY ACCOUNTABILITIES:

The Network Principal is responsible for the operation of all Flexible Learning Centres and Outreach programs within the Ministry. Employees are accountable to the Network Principal of the relevant Flexible Learning Centre within Edmund Rice Education Australia.

- Work collaboratively with the Head of Campus and FLC staff to plan and implement a learning program which engages young people and includes a range of activities and experiences.
- Assist with monitoring attendance patterns of young people, maintain records of program attendance. Contact parents/guardians when young people are absent and produce notes in TASS to capture the detail provided by parent/guardian.
- Work with staff to identify barriers impacting attendance to young people and provide appropriate assistance to those students experiencing difficulties at school and at home.
- Assist with maintaining appropriate records and reporting frameworks as required.
- Engage with young people in a variety of situations and communicate sensitively and

effectively with diverse cultural groups.

- Exercise discretion and judgement to meet the learning needs of the students.
- Work collaboratively to provide a safe, caring and conducive work environment for all members of the FLC community.
- Operate within the context of Edmund Rice Education Australia's Corporate Policies and Procedures, particularly in the area of Equal Employment Opportunity and Workplace Health and Safety.
- Involvement in other engagement activities may be negotiated with the Head of Campus as required.

KEY SELECTION CRITERIA:

- Tertiary qualifications at Certificate level or equivalent qualifications relevant for a Youth Support Worker or such knowledge and experience to successfully carry out the duties of this position.
- An understanding of and commitment to principles of social justice.
- Sound level of verbal and written communication skills, including participating in meeting processes, report writing, case notes and negotiation skills.
- Understanding of current youth work practice, trends and issues in service provision to marginalised young people particularly within the alternate education sector.
- Skills in computing (especially word processing, Internet) and skills, or the ability to develop skills in database use.
- Proven ability to work under limited supervision and in an integrated manner as a member of a multi-disciplinary team.
- Current and valid Blue Card or the ability to obtain.
- Current and valid Queensland Driver's License.
- Current Cert IV TAE or willing to obtain.
- Experience in Music, Work Placement of Sport would be advantageous

APPLICATION PROCESS:

Please visit **www.youthplus.edu.au** and follow the Employment Opportunities tab to view the Position Description, Applicant Information and to apply.

Applications by: **12:00pm** on **Monday 27 July 2020.**

To apply for this role please provide the following documents:

- *Responses to the above Key Selection Criteria in no more than 2 pages*
- *Cover letter*
- *Curriculum vitae outlining relevant work history including contact details of at least three referees including your current employer*

Submit applications to **xaviernetwork@youthplus.edu.au**

Only those applicants successful in obtaining an interview will be contacted.

All applications for this position will be subjected to screening procedures as detailed in the Commission for Children and Young People and Child Guardian legislation.

These checks are consistent with Edmund Rice Education Australia's commitment to child protection policies and procedures.