



POSITION DESCRIPTION

Youth Support Worker

Role Title	Youth Support Worker
School Network	Xavier Flexi Schools Network Edmund Rice Education Australia
School	The Centre Education Programme
Reports	Head of Campus
Band/Wage Scale	School Officer Level 5
Status	Full-time, Fixed-term
Commencement:	Tuesday 5 October 2021 to Friday 8 July 2022

CHILD SAFEGUARDING:

Edmund Rice Education Australia (EREA) is a child safe organisation committed to the protection of children. and has EREA and its schools have a zero tolerance of abuse of harm towards children. Xavier Flexi Schools Network (XFSN) being a subsidiary of EREA is also committed to ensuring the safety, wellbeing and dignity of all children and young people therefore, all applicants will be subject to EREA policy and legislative screening procedures. These checks are consistent with EREA's commitment to child safeguarding policies and procedures. This includes complying with our Child Safeguarding policy, and Code of Conduct and Working with Children Checks.

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:

Staff are expected to work within the framework of common ground and demonstrate the ability to work under the four principles of operation; Respect, Honesty, Participation and Safe and Legal.

- Supporting effective learning and teaching programs for young people in both middle and senior phases of secondary education.
- Assist the Head of Campus to promote the physical health and emotional wellbeing of the young people.
- 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. Staff are accountable to the Network Principal of the Flexible Learning Centres within Edmund Rice Education.

- Work collaboratively with the Head of Campus and FLC staff to plan, implement and report on learning programs which engage young people and include a range of activities and experiences.

- Monitor 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.
- Identify barriers impacting attendance to young people and provide appropriate assistance to those students experiencing difficulties at school and at home.
- Maintain appropriate records and reporting frameworks as required.
- Exercise discretion and judgement to meet the learning needs of the students.
- Engage with young people in a variety of situations and are able to communicate sensitively and effectively with diverse cultural groups.
- Work collaboratively to provide a safe, caring and conducive work environment for all members of the FLC community.
- Work with the Head of Campus and other Child Protection Officers to provide a safe environment for young people and to appropriately respond to any Child Protection issues.
- In consultation with staff, initiate and implement appropriate programs to support the health and physical and emotional wellbeing of the young people.
- 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.
- Provide First Aid at site as a first respondent. Ensure qualifications for First Aid are maintained.
- Support staff and students with technology and ICT.
- 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 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.
- Proven ability to work autonomously and in an integrated manner as a member of a multi-disciplinary team.
- Current and valid Blue Card or the ability to obtain.
- Current first aid certificate or ability to obtain.
- Current Queensland Driver's License.

APPLICATION PROCESS:

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

Applications by: **12:00pm** on **Monday 6 September 2021**.

To apply for this role please provide the following documents:

- *Responses to the above Key Selection Criteria in no more than 3 pages*
- *Cover letter*
- *Curriculum vitae outlining relevant work history including contact details of at least three referees including your current employer*

Submit applications to xavierrecruitment@ereafsn.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.