

Job Description – Youth Worker

Role Title	Youth Worker
Flexible Learning Centre	EREA St Joseph's Catholic Flexible Learning Centre
Network	EREA Oscar Romero Flexi Schools Network
Location	Alice Springs – Northern Territory
Salary or Award	In accordance with <i>the Catholic Schools (Northern Territory) Collective Enterprise Agreement 2022</i>
Employment Status	Full-time, Permanent
Probation	6-month probation with a review at 3 months
Report	Head of Campus/Network Principal

Suitably qualified and experienced Aboriginal and Torres Strait Islander people are encouraged to apply.

Background:

EREA Flexi Schools is an initiative of Edmund Rice Education Australia. 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 the FLCs respond with a variety of flexible and innovative teaching and learning practices including vocational planning and the development of social connectedness.

Principles of Operation (Respect, Participation, Safe & Legal and Honesty):

A primary responsibility for this role is to maintain fidelity to Operation by Principle and the best practice Guidelines, as articulated in the EREAFSN Historic Youth+ Foundation Statement and FLC, Occasional Papers (available on the website)

See www.ereafsn.edu.au - Publications for further information.

Child Safeguarding:

EREA is a child safe and child-centred organisation, committed to the protection of children and has zero-tolerance of any abuse of children. It is our commitment to ensure that each and every child and young person under our care is kept safe and free from all forms of harm and abuse. EREA is committed to ensuring the safety, wellbeing and dignity of all children and young people. Our physical and cultural environment promotes children and young people's feelings of inclusion, participation and empowerment. You are required, as a condition of employment at EREA, to comply with our Child Safeguarding Program, including our Child Safeguarding policies and procedures, the EREA Child Safe Code of Conduct, your legal obligations with respect to the reporting of child safety incidents or concerns, and in maintaining a valid and current Working with Children Card. It is your responsibility to be aware of key indicators of child abuse and other harm, to be observant, and to raise any and all child safety incidents or concerns with your Head of Campus and with external agencies where required.

Primary Role:

The Youth Worker reports to the Associate Head of Campus and is responsible to the Head of Campus and Network Principal, or Delegate.

- He/she has responsibility to support engagement, wellbeing and social inclusion responses of the campus.
- He/she provides wellbeing support to the young people of the campus including engagement and program activities.

- He/she works collaboratively and supported by Teachers, Youth Workers, Head of Campus and Network Principal, or delegate.
- He/she has responsibility as a mentor to engage and follow-up allocated number of young people and their parents/carers.
- Morning pick-up and drop-off of young people in mini-bus.
- Work collaboratively with all staff to provide a safe, conducive work environment for staff and young people.
- Developing supportive relationships and partnerships with young people, families, agencies and the greater community.

Education, Training & Experience:

- Previous experience in the youth sector with knowledge and understanding of the local Aboriginal community – **essential**.
- Qualifications at Degree, Diploma or Certificate level with Social Work/Youth Work experience (or working towards a qualification).
- A Working with Children Clearance Notice and Ochre Card – **essential**.
- Current driver's licence (**essential**), with Light Rigid – **highly desirable**.

Key Performance Indicators:

- Implementation of the Oscar Romero Wellbeing Framework within your practicum.
- Support the induction of young people to the Flexible Learning Centre.
- Develop supportive relationships and partnerships with families, agencies and support services to encourage connections with the Flexible Learning Centre.
- Provide support to young people who are engaged with the youth justice system.
- Provide transitional support to young people for further education and/or employment.
- Supporting Child Protection procedures in accordance with policy.
- Supporting professional practices which are culturally appropriate.
- Maintaining and supporting appropriate administrative practices in accordance with legislation.

Duties and Responsibilities:

Typical duties and responsibilities include, but are not restricted to:

1. Enrolment and Induction of Young People

- Liaise and develop close relationships with families and referral agencies for young people seeking to enrolment, by gathering appropriate information.
- Provide a program to support the induction of a young person into the Flexible Learning Centre.
- Use the Oscar Romero Wellbeing Framework as a basis for implementing a youth work model of practice with young people, families and community.
- Provide a program to support the induction of a young person into the Flexible Learning Centre and their understanding of the four principles and common ground.

2. Community Relationships – Families and Agencies

- Develop supportive relationships and partnerships with families of young people and encourage their connection to the FLC community.
- Develop partnerships with the key agencies and support services for the provision of special services to support the education and wellbeing of young people in the FLC including counselling, health support, community activities and mentoring.
- Engage with local agencies and support services on the provision of programs for young people such as Domestic Violence, Substance Abuse, and other health and wellbeing areas.
- Advocate on behalf of the FLC's young people to local agencies, community groups as well as government and non-government services.

3. Youth Justice and Advocacy

- Provide support to FLC young people who have some engagement with the justice system.
- Work closely with the Line Manager and Team in the enrolment process of young people

referred from the Justice System and DCF.

- Assist young people with their obligations pertaining to court orders and parole.
- Provide relevant information to staff to support young people in achieving educational and social wellbeing outcomes.
- Provide support to young people in detention so as to enable their ongoing connection to the FLC community and their families.

4. Transition Support

- Support young people in improving their attendance and transition into new class groups as required.
- Develop relationships in the wider community to support employment pathways for FLC young people.
- In collaboration with staff, support and develop workplace preparation programs and transition pathways for young people into further education and employment.

5. Team participation/multidisciplinary practice

- Participate in professional supervision.
- Participate in regular whole team reflective practice sessions including daily staff debrief and ToP days.
- Participate in the daily routines and activities of the FLC e.g. morning meetings, bus runs, lunch, electives, outings, camps.
- Participates in a range of programs/activities during the school holidays to maintain connections for vulnerable young people.

6. Supports child protection procedures according to policy, in consultation with the Associate Head of Campus, Head of Campus and Network Principal, or Delegate.

- Provide a support service to young people dealing with issues of child protection.
- Provide a referral point for young people to appropriate support services as indicated.

7. Administrative Responsibilities

- Maintains appropriate records including student notes and prepares reports as required.
- Maintain records on the database.
- Participates in YP in care compliance meetings.

8. Lead and support professional practice, which is culturally, appropriate

- Work collaboratively with the team to ensure program provision is culturally appropriate.
- Work collaboratively with the team to support/develop cultural links, community and family connections which support the engagement and connection of young people to learning and the wider community.
- Collaborate with the team to support a socially inclusive program that responds to the physical, intellectual, social, spiritual and cultural needs of young people.

9. Professional Standards

- Create and maintain supportive and safe learning environments.
- Engage professionally with young people, colleagues, parents/carers and the community.
- Demonstrate professional standards of presentation, reliability and punctuality as outlined in the St Joseph's Standard Operating Procedures.

10. Organisational Functions

- Actively participate in and comply with the Health and Safety systems, EREA policies and emergency procedures in place throughout the organisation.
- Actively work with colleagues to build positive relationships and teamwork across the site.
- Ensure confidentiality of all information and do not disclose information to any third party without the express written permission of the Network Principal.

11. Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with the EREA Policies and Procedures and St Joseph's Standard Operating Procedures (SOPs). Health, Safety & Quality

You are required to Undertake all duties in accordance with Oscar Romero Flexi Schools Network Quality Management System, policies and procedures and as outlined below:

- Participating in Oscar Romero Flexi Schools Network Quality Management System and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis.
- Maintaining a safe work environment in accordance with Oscar Romero Flexi Schools Network Work Health and Safety Policies and Procedures.
- Assisting in the on-going maintenance of a safe workplace through involvement in the implementation of safe systems of work in accordance with Oscar Romero Flexi Schools Network Work Health and Safety Policies and Procedures.
- Participating in mandatory Health and Safety training sessions.
- Identifying and reporting hazards in the workplace.

12. Other identified duties specific to the role in this Flexible Learning Centre

- Carries out duties and tasks that may be reasonably assigned by the Head of Campus and/or the Network Principal, or Delegate of EREA ORFSN from time to time. The Youth Worker may be directed to carry out such duties as are within the limits of his/her skills, competence, and training.

Please Note: *Edmund Rice Education Australia Flexible Schools Ltd is committed to ensuring the safety, wellbeing and dignity of all children and young people. All applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child protection policies and procedures.*

Job Description Acceptance

I, (print name): have received, reviewed and fully understand the Job Description for a Youth Worker. I further understand that I am responsible for the satisfactory execution of the essential functions described herein.

Signature: Date: / /