

## Job Description

<b>Role Title</b>	Youth Worker
<b>Flexible Learning Centre</b>	Edmund Rice Flexi School
<b>Network</b>	EREA Oscar Romero Flexi Schools Network
<b>Location</b>	Elizabeth – South Australia
<b>Report</b>	Head of Campus/Network Principal
<b>Hours of Duty</b>	Full-time
<b>Probation Period</b>	6-month Probation
<b>Band/Wage Scale</b>	In Alignment with <i>the South Australian Catholic Schools Enterprise Agreement 2020</i> .

*Aboriginal and Torres Strait Islander People are encouraged to apply.*

### Primary Role:

1. The Youth Worker reports to the Head of Campus and Network Principal or Delegate, EREA Oscar Romero Flexi Schools Network.
2. The person has responsibility to support engagement, wellbeing and social inclusion responses of the campus.
3. The person provides wellbeing support to the young people of the campus including engagement and program activities.
4. The person works collaboratively and supported by Teachers, Youth Workers, Head of Campus, and Network Principal.
5. The person has responsibility as a mentor to engage and follow-up allocated number of young people and their parents/carers.
6. Morning pick-up of young people in mini-van (no bus license required). Can be negotiated.
7. Work collaboratively with all staff to provide a safe, conducive work environment for staff and young people.
8. Support staff in providing activities/programs for young people.

### Qualifications and Key Characteristics:

- Relevant tertiary studies, Youth/Social Work Cert IV, and/or equivalent.
- Previous experience in in the youth sector.
- DCSI Working with Children Clearance - imperative and Catholic Clearance letter
- Current drivers licence essential, light rigid – desirable or eligibility to obtain.
- Minimum of 3 years' experience.

### Skills and Knowledge:

The youth worker works collaboratively and is supported by Teachers, Youth Workers, Head of Campus and the Network Team and Principal. The youth worker in this position is required to:

- Demonstrated competency involving self-directed application of knowledge with substantial depth in youth work practice.
- Proven ability to support engagement, wellbeing and social inclusion for the young people.
- Proven ability to support staff and young people in providing activities/programs.
- Proven ability to analyse complex situations and implementation of appropriate strategies to enhance the professional practice of teaching and non-teaching staff.

- Proven ability to work collaboratively with all staff to provide a safe, conducive work environment for staff and young people.
- Proven ability to work effectively as a member of a multidisciplinary team, to work collaboratively and establish and maintain professional relationships with all stakeholders.
- Ability to operate within the context of EREA Policies and Procedures.

### 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 Youth+ Foundation and FLC, Occasional Papers (available on the website) See [www.ereafsn.edu.au](http://www.ereafsn.edu.au) - Publications for further information.

### 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.
- Gather appropriate information to support the development of a Personal Learning Plan as part of the young person's induction.
- In consultation with the Manager Community Partnerships and Wellbeing and other staff, discern the grouping and support plan for each enrolment.
- 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 Manager Community Partnerships and Wellbeing 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 into new class groups as required.
- Investigate and support pathways for young people into further education.

- Develop relationships in the wider community to support employment pathways for FLC young people.
- Support and develop workplace preparation programs for young people.
- Support young people in transition to employment opportunities.

#### **5. Team participation/multidisciplinary practice**

- Participate in professional supervision.
- Participate in regular whole team reflective practice sessions including daily staff debrief.

#### **6. Supports child protection procedures according to policy. In consultation with the Head of Campus and Network Principal**

- Provide a support service to staff and 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 and prepares reports as required.
- Maintains records on the database.
- Support the development of personal learning plans.
- 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.
- Participates in the daily routines and activities of the FLC e.g. morning meetings, lunch, electives, outings, camps.
- Participates in a range of programs/activities during the school holidays to maintain connections for vulnerable young people.

#### **9. 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.

**10. 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/Network Principal or Delegate, EREA Oscar Romero Flexi School Network, from time to time.

**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 therein.

Signature: ..... Date: .....