

Job Description – Youth Worker

Role Title	Youth Worker
Flexible Learning Centre	Geraldton Flexible Learning Centre
Network	EREA Oscar Romero Flexi Schools Network
Location	Geraldton, Western Australia
Report	Head of Campus/Network Principal
Hours of Duty	Full-time, Permanent – Category B (44 weeks – worked per year)
Probationary Period	3-month probation in accordance with the EBA
Band/Wage Scale	In accordance with <i>The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014; Salary Schedule July 2023</i>

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 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 Check (Government of WA). 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:

1. The Youth Worker reports to the Head of Campus and Network Principal, EREA Oscar Romero Flexi Schools Network.
2. He/she has responsibility to support engagement, wellbeing and social inclusion responses of the campus.
3. He/she provides wellbeing support to the young people of the campus including engagement and program activities.
4. He/she works collaboratively and supported by Teachers, Youth Workers, Head of Campus, and Network Principal.

5. Work collaboratively with staff to provide a safe, conducive work environment for staff and young people.
6. Support staff in providing activities/programs for young people.

Qualifications:

- Previous experience in the youth sector with knowledge and understanding of the local Aboriginal community.
- Qualifications at Degree, Diploma or Certificate level with social work/youth work experience.

All applicants **will** require:

- Working with Children Clearance notice.
- Unrestricted Driver's Licence.

Skills and Knowledge:

The Youth Worker works collaboratively and is supported by Teachers, Youth Workers, Head of Campus and the Network 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.
- Support engagement, wellbeing and social inclusion for the young people.
- Support staff and young people in providing activities/programs.
- Ability to analyse complex situations and implementation of appropriate strategies to enhance the professional practice of teaching and non-teaching staff.
- Work collaboratively with staff to provide a safe, conducive work environment for staff and young people.
- Demonstrated capacity to work effectively as a member of a multidisciplinary team, to work collaboratively and establish and maintain professional relationships with all stakeholders.
- Operate within the context of Youth+ Policies and Procedures.

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 Head of Campus 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.
- Provide support to the Head of Wellbeing to provide contacts for the delivery of programs.

3. Youth Justice and Advocacy

- Provide support to FLC young people who have some engagement with the justice system.
- Work closely with the Head of Campus 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 and/or Network Principal, EREA Oscar Romero Flexi Schools Network, from time to time.

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 therein.

Signature: Date: