

Youth Worker

STATEMENT OF DUTIES

AUGUST 2017

Number	Generic
Portfolio	Schools and Early Years
Branch	Specified Learning Services
Section/Unit/School	Specified School/College
Supervisor	Principal
Award	Tasmanian State Service Award
Classification	General Stream Band 4
Employment Conditions	Permanent or fixed-term, part-time or full time up to 73.50 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	Statewide

Primary Purpose

Work collaboratively with a broad range of stakeholders to provide a mentoring and support service to students and families. Contribute to capacity building of school/college communities to improve transition, attendance and retention.

Level of Responsibility/Direction and Supervision

The occupant is responsible to the Principal for the effective delivery of support services within secondary education group of schools/colleges and assists in the delivery of, as required, activities of the school/college support team. The occupant will receive guidance and supervision from the Principal.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People and Culture (P&C) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Provide an effective communication link between schools/colleges, students, families and a broad range of stakeholders and provide support to enable and improve the participation of students in educational and training programs. Monitor and document progress of students.
2. Work collaboratively with the feeder schools/colleges and their communities to assist in the development of programs to overcome barriers to successful transition, attendance and retention at school/college.
3. Mentor engaged and disengaged students in educational and training programs.
4. Provide support for at risk students:
 - collaborate with school/college and support staff to identify at risk and disengaged students and promote and support effective re-engagement with education
 - assist with case management and monitoring of at risk students through working with inter agency support panels and other Government organisations including Disability, Child, Youth and Family Services (including child protection), Centrelink, Housing and Police
 - provide advice to appropriate line manager on individual student issues relevant to poor school/college engagement/attendance and maintain connections with young people at risk of dropping out of school/college, becoming transient or experiencing family breakdown
5. Provide a mentoring and support service to school/college, students and families as requested.
6. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
7. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated knowledge and experience in the provision of student support services with experience in the case management and mentoring of students.
2. Demonstrated well developed knowledge or the ability to acquire such knowledge, of the public education system and departmental policies and practices relevant to student support and participation in education and training issues.
3. High level communication and interpersonal skills including conflict resolution and negotiation skills with the proven capacity to interact sensitively and effectively with a wide range of stakeholders.
4. The ability to liaise effectively between individuals and groups from diverse backgrounds, together with the ability to establish rapport with students.
5. Demonstrated initiative, innovation, flexibility and self-motivation with the ability to exercise sound judgement.
6. Proven organisational and problem solving skills, together with the ability to work effectively both independently and as a member of a team.
7. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

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| Essential | <ul style="list-style-type: none">• Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment) |
| Desirable | <ul style="list-style-type: none">• A current driver's licence |

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is

known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY P&C DELEGATE: 964915 – Manager Vacancy and Staffing Services – July 2017
Request:
Date Duties and Selection Criteria Last Reviewed: 08/17 KLT
