

Position Description



Title:	School Focussed Youth Services Coordinator
Business unit:	Child, Youth & Family Services – Goulburn North East cluster
Location:	136 Maude Street, Shepparton VIC 3630
Employment type:	Full-time Maximum Term until 31 December 2021
Reports to	Programs Manager – Child, Youth & Family Services

1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers and refugees to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

2. Position purpose

The School Focussed Youth Service offers assistance to schools and community organisations to support at-risk young people at risk of disengaging from their educational placement.

It aims to ensure that at-risk young people are well-supported in their communities, that risk factors are addressed or mitigated, and that they continue to be engaged and connected to education by the creation of partnerships and pathways between schools and community organisations.

3. Scope

Budget:

Nil

People:

Nil

4. Relationships

Internal:

- Child, Youth & Family Services team
- School Focussed Youth Services team.

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Position description

School Focused Youth Services Coordinator



External

- School Focussed Youth Services local working group
 - Primary and secondary schools within the Greater Shepparton local government area
 - Other community agencies in the Greater Shepparton area
 - Young people and their families
 - Department of Education representatives.
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5. Key responsibility areas

Service delivery:

- Undertake responsibility for school / community consultations that inform the development of the SFYS work plan.
- Utilising a partnership and capacity building approach, implement strategies into the work plan to address the needs of students at risk of disengagement from education.
- Monitor operational achievement of programs brokered by the SFYS program and ensure appropriate outcome data is measured and reported by providers / schools.
- Develop and maintain positive working relationships with relevant community stakeholders and ensure clear communication strategies to keep them informed about SFYS activities / opportunities.
- Provide administrative support to the local SFYS working group.
- Support wellbeing workers group meetings and foster sustainability.
- Contributes to strategic activity planning for the program and collates input from stakeholders.

Quality and risk:

- Has oversight of data collection and quality and works collaboratively with schools and other relevant stakeholders to ensure quality relevant data is provided, analysed and informs the reports.
- Ensures accurate and timely reports are prepared to go to the Department of Education, in accordance with contractual requirements.

Personal accountability:

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
 - Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
 - Ensure appropriate use of resources.
 - Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
 - Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
 - Identify opportunities to integrate and work collaboratively across teams.
 - Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
 - Promote a positive safety culture by contributing to health and safety consultation and communication.
 - Promptly respond to and report health and safety hazards, incidents and near misses to line management
 - Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.
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6. Person specification

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Qualifications

- Minimum tertiary qualifications in Social Work, Psychology, Welfare or a related discipline is essential.

Experience

- Demonstrated skills and experience in working with disempowered and vulnerable people, including the capacity to engage clients and establish effective helping relationships.
- Demonstrated skills and experience in engaging with community stakeholders, undertaking strengths-based assessments, needs analysis, development of intervention plans and working with clients to bring about change.

Core selection criteria

- Values alignment: ability to demonstrate and authentically promote Uniting's values.
- Teamwork: a commitment and ability to work independently and as a member of a team.
- Client-focussed: prioritises the needs of clients, aims for the best outcomes.
- Culturally aware: respects differences in all its forms, adapts language to aid communication, values diversity as a strength and positively utilises diversity.
- Inclusive: recognises the rights of others, is committed to social justice and social inclusion, makes equitable decisions.

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and / or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and / or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood and accept the above position description.

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>