

# Position Description



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| <b>Title</b>           | School Engagement Worker                                     |
| <b>Business Unit</b>   | Children, Youth and Families                                 |
| <b>Location</b>        | 126 Raymond Street, Sale                                     |
| <b>Employment type</b> | Maximum Term Part Time Position (0.5 FTE) until 30 June 2021 |
| <b>Reports to</b>      | Practice Leader Client 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 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 ad confront injustice

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

## 2. Position purpose

The purpose of the School Engagement Worker is to improve educational outcomes for children and young people through;

- Actively working with families, children and young people who are presenting with absenteeism, poor engagement or dis-engagement from school
- Working closely in partnership with the Department of Education and Training and other service providers to provide intervention strategies and support to retain young people within education settings
- Providing direct intervention with families to overcome barriers to attendance and engagement at school.

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# Position description

## School Engagement Worker



### 3. Scope

Budget: TBC

**People: NIL**

### 4. Relationships

#### Internal:

- Uniting employees
- Uniting volunteers

#### External

- Clients and their families / Carers
- Child Protection
- Schools / Educational Institutions
- Allied Health Professionals
- Other Community Services Organisations as required

### 5. Key responsibility areas

#### Service delivery

- Work with school age children, young people and their families who have high and at times complex needs
- Liaise with schools and other education programs and advocate on behalf of clients to optimise access to appropriate education pathways.
- Use strategies to engage and support families and students who have not responded to traditional interventions.
- Support linkages to other services that may support students and their families to address issues that may be impacting school attendance.
- Support parents and carers to meet the educational needs of children.
- Work closely with key stakeholders to effectively engage and refer disengaged students.
- Work collaboratively with schools and other key stakeholders to develop individual learning and re-engagement plans for students.
- Create and strengthen partnerships with local agencies to obtain positive outcomes
- Identify barriers to attendance, engagement and develop creative solutions to address them
- Work flexibility to ensure families can be supported with the morning school routine

#### Administration and communication

- Maintain comprehensive professional case files and client records, including data collection according to program requirements.
- Articulate clear and persuasive messages about key issues when working with employees and clients.
- Support colleagues to ensure program standards and working practices; as described in DHHS guidelines, quality accreditation standards and Uniting Code of Conduct, are maintained.

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# Position description

## School Engagement Worker



- Develop and maintain effective relationships with key stakeholders including clients, families, community service organisations, relevant professionals and government officials.
- Generates and encourages ideas for innovation and enhanced working practices to achieve organisational mission

### Quality and risk

- Assist collate data for monthly reporting to the funding body
- Ensure all legal obligations and compliance requirements are met.
- Ensure relevant policies and procedures reflect legislative and other regulatory requirements and that they are made available to all staff and are understood and adhered to.
- Report and participate in any investigation of any incident or occurrence that may constitute a breach of any legal or agency requirement

### 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.
- Other duties as directed
- Assist with the operation of the switchboard (reception) at peak times.

## 6. Person specification

### Qualifications

- University qualification, degree level or above in social welfare, psychology, Social Work or related discipline.
- Satisfactory Police Check and Victorian Working with Children's Check
- Current Drivers Licence

### Experience

- Experience and knowledge of the provision of intervention/support to children, youth and their families with multiple and complex needs.

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# Position description

## School Engagement Worker



- Demonstrated ability to communicate effectively with adults, adolescents, children and sector representatives.
- Excellent communication skills and the ability to engage with empathy.
- Ability to constructively challenge systematic processes in a professional manner.
- Commitment to collaborative multi-program and agency work practices.  
Demonstrated experience in outreach support/case management with young people

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Communication:**
  - Excellent verbal and written communication skills.
  - Strong interpersonal skills including a high level of self-awareness.
  - Demonstrated ability to relate positively to a large range of people from diverse backgrounds
- **Organisational Skills:**
  - Ability to manage competing priorities and meet deadlines.
- **Team Building:**
  - Commitment to collaborative multi-program and agency work practices.
  - Demonstrated ability to participate in a multi-skilling learning environment.
- **Service Delivery:**
  - Strong understanding of Child, Youth and Families Act 2015 and the Best Interest Principles Framework
  - Demonstrated ability to work effectively within a case management setting.

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### 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.**

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### 8. Acknowledgement

**I have read, understood and accepted the above Position Description**

#### Employee

#### Manager

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