

## POSITION DESCRIPTION YOUTH WORKER

POSITION DETAILS	
<b>Position title:</b>	Youth Worker
<b>Reports to (position title):</b>	Head of Campus/Principal
<b>Organisation:</b>	SA/WA EREA Flexible Schools Ltd
<b>FTE:</b>	Continuing, full-time
<b>Location:</b>	Elizabeth/Davoren Park SA
<b>Approved:</b>	March 2024

### 1.0 Vision

Founded in values espoused in the Gospel, Edmund Rice Education Australia (EREA) seeks to transform the hearts and minds of young Australians through education to build a more just and inclusive local and global community through presence, compassion, and liberation. According to *The Charter for Catholic Schools in the Edmund Rice Tradition*, EREA offers a *Liberating Education*, based on a *Gospel Spirituality*, within an *Inclusive Community* committed to *Justice and Solidarity*.

### 2.0 Context

EREA Flexible Schools Ltd is a company limited by guarantee established by the Member (EREA Ltd) to lead Flexible Schools and Special Schools in all states and territories except Victoria. EREA Flexible Schools Ltd is responsible for the strategic direction, financial management and legal obligations of each school.

EREA Flexible Schools Ltd currently educates over 2,000 young people in 21 Flexible Learning Schools (12 based in Queensland and 9 other schools across Australia) and two Special Education Services Schools in Sydney. Flexi schools serve young people who experience complex educational, social or psychological situations which demand unique responses. They enable young people to engage in education in a supported learning environment through a methodology based on trauma informed practice, to co-create a *Common Ground* using *Operation by Principles*, in which the principles of Honesty, Respect, Participation, Safe & Legal are embedded.

### **3.0 Position Purpose**

The role of the Youth Worker is to support, design and develop engagement, wellbeing and social inclusion responses and program activities for the school that directly enhance the engagement of the young people that attend the school. All program activities are to complement the educational programs and support the engagement of young peoples learning at the school. The position involves working directly with children and young people on a daily basis and therefore must be able to demonstrate an understanding of appropriate behaviours when engaging with children. All young people are owed a duty of care while in the supervision of the position.

and acts under the direction of the Head of Campus/Principal.

### **4.0 Key Responsibilities and Accountabilities**

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 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 EREA Flexible Schools Ltd Quality Management System, policies and procedures and as outlined below;
  - Participating in EREA Flexible Schools Ltd 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 EREA Flexible Schools Ltd 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 EREA Flexible Schools Ltd 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/Principal or Delegate, EREA Flexible Schools Ltd, from time to time. These additional duties will, in general, be mutually agreed by all parties.

## **5.0 Key Attributes and Experience**

- Relevant tertiary studies, Youth/Social Work Cert IV, and/or equivalent.
- Previous experience 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.

The youth worker works collaboratively and is supported by Teachers, Youth Workers, Head of Campus and the Regional 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.

#### **EREA EXPECTATIONS**

A commitment to the Catholic ethos in the Edmund Rice tradition.

Staff are required to read, understand and comply with all EREA policies, procedures and reasonable direction, while demonstrating professional workplace behaviour in accordance with the EREA Code of Conduct.

A valid Working with Children Card is an essential condition of employment.

#### **CHILD SAFEGUARDING RESPONSIBILITIES**

EREA is a child safe and child-centred organisation, committed to the protection of children, young people and enrolled adults (students). EREA has zero-tolerance of any abuse.

It is our commitment to ensure that each and every student is kept safe and free from all forms of harm and abuse.

EREA is committed to ensuring the safety, wellbeing and dignity of all students. Our physical and cultural environment promotes inclusion, participation and empowerment.

You are required, as a condition of employment, to comply with our Safeguarding Program, including our Safeguarding policies and procedures, the Code of Conduct/s, your legal obligations with respect to the reporting of child safety incidents or concerns, and in maintaining a valid and current Working With Children Card.

It is your responsibility to be aware of key indicators of child or student abuse and other harm, to be observant, and to report any and all child safety incidents or concerns.

#### **AGREEMENT**

The requirements of this position description are intended to describe the general nature and responsibility of work in this position. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the position. This position description should be read in conjunction with the employee's contract of employment.

Employees will also be required to follow any other position-related instructions and EREA policies, and to perform other position-related duties required to support EREA's compliance with its legislative obligations. Through consultation with the employee, EREA may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

