

Position Description

Title	Youth Worker		
School	Rockhampton Flexible Learning Centre	Location	Rockhampton QLD
Annual Salary	\$68,155 - \$71,468	Classification	School Officer Level 5
Status & employment type	Full Time ongoing (including six month probation) 38 hours per week, Monday to Friday	Job duration	Ongoing
Reports to	Head of Campus	Delegations	Nil
Commencement date	Immediate commencement available for successful applicant		
Agreement	<i>Catholic Employing Authorities Single Enterprise Collective Agreement Religious Schools of Queensland 2019-2023</i>		
Contact details	Stephanie Bouzige, 0459 950 382 Wollemi.recruitment@ereafsn.edu.au		
Mandatory qualifications, conditions, requirements	<ul style="list-style-type: none"> Minimal Certificate IV qualification desirably in a youth or human services sector and/or the ability to obtain one within the first 12 months of employment Previous experience in a youth or human services sector Applicants must hold or have the ability to attain a current Blue Card before commencement as per the No Card No Start Blue Card system legislation (https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services) Proficient computer literacy including the ability to learn various computer software systems and ability to train and support other staff This position involves driving of school vehicles. The occupant of this position is required to hold and maintain a Queensland 'C' class driver's licence or have the ability to acquire a driver's licence 		

Edmund Rice Education Australia (EREA) is a child safe organisation committed to the protection of children and has a zero tolerance of abuse of children. Wollemi Flexible Schools Network (FSN) being a subsidiary of EREA is also committed to ensuring the safety, wellbeing and dignity of all children and young people therefore, all applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child safeguarding policies and procedures. This includes complying with our Child Safeguarding policy and EREA Code of Conduct.

Wollemi FSN is an equal opportunity employer that promotes the safety and wellbeing of Aboriginal and Torres Strait Islander children and encourages applications from Aboriginal and Torres Strait Islander people.

Who are we?

Rockhampton Flexible Learning Centre (FLC) is a coeducational Catholic school in the Edmund Rice tradition that offers a full time and multi-year secondary education and social inclusion program for young people who have disengaged from mainstream structures. Young people enrolled may express a broad range of complex education and social needs and the school responds with a variety of flexible and innovative social inclusion and learning experiences. Rockhampton FLC provides young people with a varied and holistic set of learning experiences, supporting them to meet their potential now and into the future.



Further information can be found at www.ereafsn.edu.au or www.erea.edu.au

Principles of Operation (Honesty, Participation, Respect and Safe and Legal)

The four principles of operation that our Flexible Learning Centre operates under are Honesty, Participation, Respect and Safe and Legal. This way of being is a significant point of difference from mainstream schooling. The principles provide boundaries to a “common ground” among staff, young people, and families. They support people within the school community to resolve conflict, negotiate learning, and recognise rights and responsibilities. Honesty, Participation, Respect and Safe and Legal are modelled and explored both within the group and individually. A primary responsibility for this role is to maintain fidelity to Operation by Principles.

What is the role?

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.

Key responsibilities

The key responsibilities of this position are intended to describe the general nature and responsibility of work in this position. They are not to be construed as an exhaustive list of all responsibilities and skills required of the position. Employees will also be required to follow any other position related tasks, duties and instructions, EREA policies, and to perform other position related duties required to support the networks compliance with its legislative obligations. Through consultation with the employee, the Principal/delegate may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Professional Knowledge

- Proficient level of knowledge and understanding of key issues for contemporary youth culture to be able to identify potential barriers impacting on young people and their families in the wider community
- Proficient knowledge of community development within the context of Aboriginal communities within a cross cultural environment
- Proficient knowledge of working or demonstrated ability to work effectively and respectfully with Indigenous people
- High level of knowledge of program management skills including project planning, delivery, evaluation and the capacity to set program direction in consultation with relevant stakeholders
- Proficient organisational skills in order to implement programs effectively
- General knowledge of how to embed a community development approach across all work
- Intermediate knowledge and ability to use various computer software packages
- General knowledge and understanding of child safeguarding requirements and obligations that cover legal and policy requirements in and educational setting or similar

Professional Practice

- Develop youth, programs and activities that result in positive social, emotional and cultural benefits to all members of the school community both during school terms and during school holidays
- Ensure all workplace health and safety requirements are followed in accordance with the schools policy and procedures
- Implement program activities in line with school agreed budget requirements
- Ability to identify barriers to young people engaging in activities and adapt programs accordingly
- Demonstrated ability to be an effective leader who inspires creativity, problem solving, ‘outside the box’, and aims for quality in service delivery
- Provide motivational leadership to the young people when engaging in all programs
- Demonstrated capacity to assess program delivery and work towards continuous improvement
- Promote the values and principles of the school to ensure inclusion, empowerment and youth development when developing and implementing program activities
- Ensure appropriate records are maintained including data entry, program plans and provide reports as required
- Provide an advocacy role for young people in accessing other services in the community
- Provide in class support by working with small groups as well as individual young people with classroom work
- Provide a referral point for young people to appropriate support services in relation to child safeguarding

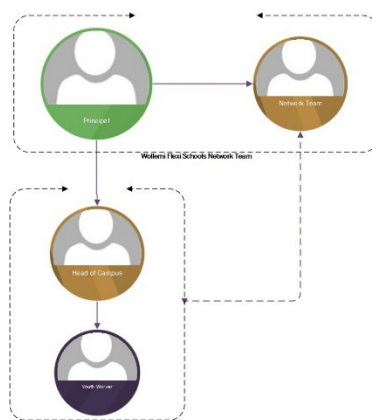
- Assist in the development and maintenance of young peoples learning plans and other associated educational tools and surveys
- Safe operation of school vehicles in transporting young people as part of offsite excursions/activities, fulfilling duties associated with morning and afternoon bus runs and in conducting home visits

Professional Engagement

- Commitment to work under the four principles of operation, Respect, Safe and Legal, Honesty and Participation to establish a “common ground” to resolve conflict, negotiate learning, recognise rights, where responsibilities and consequences are modelled and explored
- Liaise with young people, community members, school groups and local service providers to identify and to develop program activities accordingly
- Develop strong relationships with relevant stakeholders and actively seek collaboration
- Develop and foster relationships with young people and their families
- Ability to act in a professional manner at all times including tact and discretion, ability to maintain confidentiality
- Facilitate effective communication with staff, young people, families, partner organisations and visitors that enhances the school image and contributes to the goals and ethos of the school
- Be an active team member and work collaboratively to support the engagement and connection of young people to learning and the wider community
- Provide a referral point for young people to appropriate support services in relation to child protection

Working Relationships

The Youth Worker reports directly to the Head of Campus and has no direct line supervision responsibilities for any staff. The position works collaboratively with all staff at the school and network team.



Conditions and benefits of the role

The organisation provides access to an employee assistance program and a range of learning and development opportunities. Your employment experience with the school will include work life balance with competitive salary and benefits (including salary sacrificing opportunities, including up to 12.75% superannuation contributions by your employer), career progression opportunities and the chance to make a difference to vulnerable young people.

The school is committed to building an inclusive culture that respects and promotes human rights and diversity (<https://www.erea.edu.au/commitment-statement-to-child-safety/>). We respectfully journey together to aspire to be a culturally capable organisation and are an inclusive, equal employment opportunity employer and place value on our diverse workforce. We encourage applications representing all genders, ethnicities, ages, languages, sexual orientations, and people with disability or family responsibilities to apply.

Interested in applying?

To be considered for this role you need to submit the following to <https://wollemi-external.applynow.net.au/jobs/WFS47>

- Cover letter - that outlines why you are the best applicant for the position taking into consideration the three key responsibility areas of Professional Knowledge, Professional Practice and Professional Engagement (max two pages)
- Current resume including two referees (one current employer)
- Copies of qualifications (if hold)

- Certificate/Diploma level qualifications
- Undergraduate degree/s
- Postgraduate qualifications
- Blue card (working with children check) (if current have one)
- First Aid Certificate
- Drivers licence

The panel understand if you wish to be notified prior to us contacting referees, in particular your current employer. All applications will be subject to EREA screening.