



# Job Description Form

## Education Officer

### Position Details

<b>Position Number:</b>	Generic
<b>Classification:</b>	Specified Calling Level 1
<b>Award / Agreement:</b>	PSA 1992 / PSGOCSAGA 2017
<b>Organisational Unit:</b>	Service Delivery Metropolitan Communities / Service Delivery Regional & Remote Communities
<b>Location:</b>	Various
<b>Classification Evaluation Date:</b>	
<b>JDF Review Date:</b>	August 2016

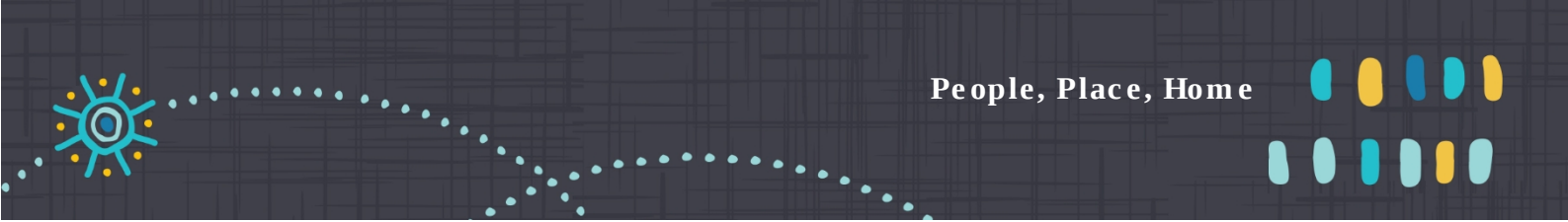
### Reporting Relationships

**This position reports to:**

Team Leader/ Assistant District Director/Assistant Director, Specified Calling Level 3/4

**This position has the following subordinates:**

This position has no subordinates.



## About the Department

The Department of Communities' mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department's direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department's functions and services include disability services; child protection and family support; social and affordable housing; youth justice; community initiatives and remote regional services reform.

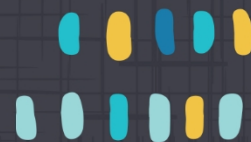
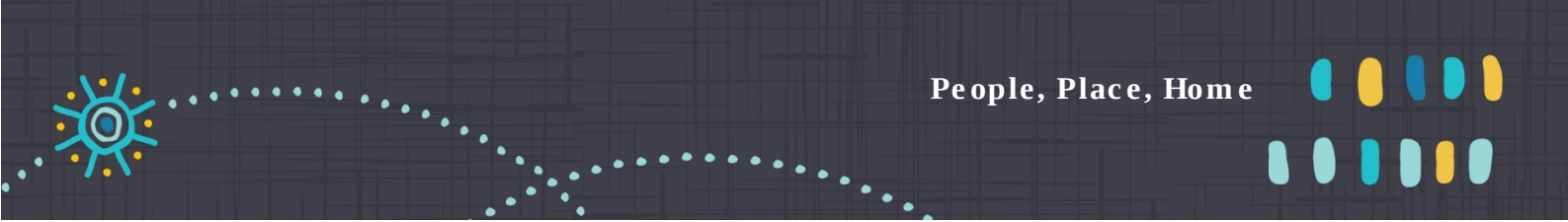
The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

## Role Statement

### The Education Officer:

- Provides education services for children who come under the care of, or to the attention of the Department for Child Protection.
- Develops and maintains education programs and supports to children, schools, carers and/or families.
- Consults and negotiates with internal and external stakeholders as appropriate.
- Provides educational and social skill development to the child, family or caregiver where appropriate.



## Duties and Responsibilities

### **1. Provides education services for children who come under the care of, or to the attention of the Department for Child Protection, in consultation and negotiation with relevant internal and external stakeholders:**

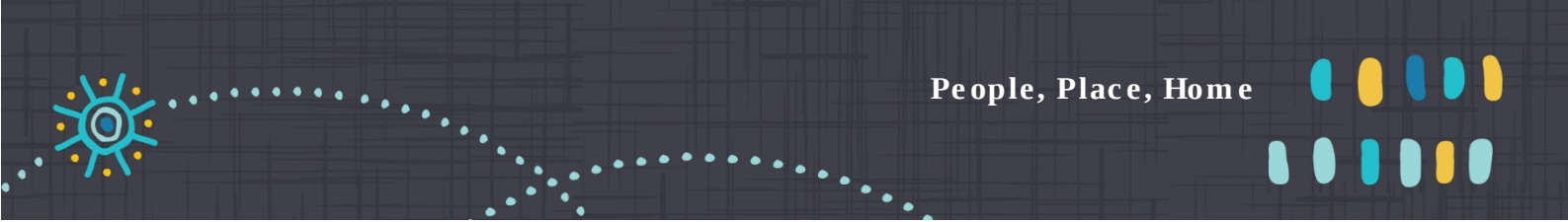
- 1.1. Responsible for decisions and case management of Education Service referrals, including some complex cases.
- 1.2. Develops, identifies and maintains appropriate local educational resources and programs for children, carers and/or families.
- 1.3. Provides educational and social skill development support to the child, family or caregiver where appropriate.
- 1.4. Co-ordinates and monitors the provision of tuition services for children.
- 1.5. Determines appropriate school or alternative education programs for children.
- 1.6. Assesses children's educational abilities and identifies appropriate programs or activities to support the children's development.

### **2. Provides education advice and consultation to departmental staff through discussions, meetings and seminars:**

- 2.1. Provides information and assistance internally, in the implementation of education practice requirements.
- 2.2. Assists the Senior Education Officer with the ongoing monitoring and tracking of plans and programs (e.g. Documented Education Plans) for children in care.
- 2.3. Participates in education related departmental projects and policy initiatives.

### **3. Undertakes learning and development:**

- 3.1. Professional development through relevant training and/or literature study.
- 3.2. Receives case practice advice and support from the Senior Education Officer as appropriate.
- 3.3. Required to attend and participate in Education Officer meetings and any other meetings as required.



#### **4. Other duties as required:**

- 4.1. Participates in Emergency Management and Response duties.
- 4.2. As directed, participates in and contributes to appropriate education aligned community and agency forums/committees.

#### **Essential Work-Related Requirements (Selection Criteria)**

1. Demonstrated experience in maintaining schooling and education supports to children, schools, carers and/or families.
2. Demonstrated understanding of working and liaising with schooling and alternative education program environments.
3. Ability to undertake education related projects and planning initiatives.
4. Good communication, consultation and negotiation skills in order to effectively engage internal and external stakeholders.
5. A four year Bachelor Degree in Education or relevant equivalent.

#### **Essential Eligibility Requirements / Special Requirements**

1. Appointment is subject to a satisfactory National Police Clearance.
2. Current 'C or A' class driver's licence
3. Working with Children Check

#### **Delegate Certification**

#### **HR Registration**

11 September 2018