



Job Description Form

Department of Corrective Services Purpose

To provide a safe, secure and decent corrective services which contribute to community safety and reduced offenders' involvement in the justice system.

Position Title Youth Education Advisor		Special Conditions WWC / Specified Calling
Effective Date OCTOBER 2010	Position Number Generic	Level 2SC
Division Community and Youth Justice	Directorate Youth Justice Services	Branch Performance, Policy & Planning

Divisional Outcomes

Reduce offending, protection of the community, and guidance of offenders towards the adoption of law abiding lifestyles
Effective business systems and services that support the Department's success

Directorate Outputs

Young people who offend managed in the community
Young people who offend managed in custody
Prevention & Diversion Services
Intervention Services
Victim Services

Branch Outputs

Youth Justice Services is a multi-disciplinary team working to provide an evidence-based and responsive service to young people and their families when they come into contact with the youth justice system. It aims to reduce antisocial behaviour, strengthen interagency partnerships and prevent likelihood of further escalation through the youth justice system

Role Of This Position

Provide high quality, relevant advice to young people who offend and their parents, Youth Justice Officers and other Youth Justice staff regarding the education and vocational training options in the community for compulsory and post compulsory school aged young people who offend who are required by law to access education or require education programs. Up to date knowledge is maintained through relevant professional development, professional reading and networking. Youth Education Advisors investigate, evaluate and monitor the availability of vocational, educational and training placements and advocate for new vocational, educational and training placements for young people who offend in the community This position supports and monitors young people who offend and their families once placements are made. This position develops appropriate educational plans and maintains records and data in relation to these plans and placements. This position uses, interprets and analyses educational data to increase the participation in education of young people who offend. The Youth Education Advisors liaise with other agencies and government departments to increase educational opportunities for justice clients.

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Responsibilities Of This Position

1. STRATEGIC LEADERSHIP AND POLICY

- Contributes to the development of Department of Corrective Services' education policy and procedures relevant to the placement of compulsory and post compulsory school aged young people who offend into education, employment and vocational training in the community.
- Provides coordination and support to Youth Justice Officers and YJS staff to monitor education, employment and vocational training placement for compulsory and post compulsory school aged young people who offend.

2. ADMINISTRATION

- Develops and maintains an accurate data base of community based education and vocational training options for compulsory and post compulsory school aged young people who offend.
- Ensures the appropriate dissemination and distribution of education, employment and vocational training information and data to youth management and YJS staff.
- Develops accurate, up-to-date recording systems to monitor the referral and progress of compulsory and post compulsory young people who offend attending education and vocational training options in the community.
- Analyses data from records and provide reports as required to Youth Education Services.

3. EDUCATION EVALUATION, PLACEMENT AND ADVOCACY

- Works with Youth Justice Services staff, Department of Education and Training and other education and training providers to manage the transition of compulsory and post compulsory school aged young people who offend regarding education, employment and vocational training placements from youth detention to the community and from prolonged school absence.
- Liaises with the Department of Education and Training in relation to compulsory school aged children and support clients to enhance DET's management of these young people into an appropriate educational program.
- Advocates for new initiatives in vocational, education and training in the local community.
- Ongoing monitoring and evaluation of education, employment and vocational training services from external program providers to ensure program integrity and compliance with the needs of young people who offend, relevant policy, legislative and administrative requirements. Advises department staff of evaluation.
- Evaluates client education levels and educational risk factors for community placement.

4. LIAISON AND CONSULTANCY

- Attends education and vocational training networks and meetings to maintain current knowledge of services available to post compulsory school aged young people who offend.
- Represents the Youth Community Education Services and Department of Corrective Services at appropriate internal and external education, employment and vocational training forums, steering committees and conferences.
- Provides a consultancy to Department of Corrective Services staff and external education, employment and vocational training providers on the issues and needs of compulsory and post compulsory school aged young people who offend in the community.
- Develops education and employment sector links for young people who offend returning to community education programs.

5. EDUCATION EVALUATION

- Ongoing monitoring and evaluation of education, employment and vocational training services from external program providers to ensure program integrity and compliance with the needs of young people who offend, relevant policy, legislative and administrative requirements.
- Evaluates client education levels and educational risk factors for community placement.
- Liaise with the Department of Education and Training in relation to compulsory aged children and support clients to enhance DET's management of these young people into an appropriate educational program.

Continuous Improvement

- Undertakes appropriate professional development as required

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Skills, Knowledge, Behaviours and Qualifications

For purpose of training etc.

Program Delivery

- Broad-based experience in the delivery of education.
- Evaluating and monitoring educational training programs to ensure program integrity and compliance with Department of Corrective Services' requirements for clients.

Coordination, Networking, Leadership and Supervision

- Builds relevant networks and stakeholder relationships relevant to the provision of advice to other staff and educational and training programs for young people who offend and young people at risk.
- Part of a multi-disciplinary team.

Communication

- Effective written, oral and interpersonal communication, including the ability to provide effective education counselling and advice to staff and young people who offend, and to communicate effectively with diverse people in a culturally appropriate manner.

Consultancy

- Liaison with staff, key stakeholders, internal and external clients as well as community-based education, employment and vocational training environments.
- Maintaining effective relationships with people at all levels both internally and external to Department of Corrective Services.
- Provision of expert support and consultancy to Department of Corrective Services and compulsory and post compulsory school aged young people who offend regarding education, employment and vocational training options and placements in the community context.
- Represent the Department of Corrective Services at relevant education, vocational training and employment network meetings.
- Gain cooperation from staff and key stakeholders
- Establish and manage effective workplace relationships and external networks to achieve positive outcomes.

Planning and Organisation

- Well-developed planning and organisational skills to ensure effective management of caseload and advocacy.

KNOWLEDGE

- Current knowledge of the National Training Framework including all levels of Compulsory and post Compulsory Education.
- Current knowledge of State and Commonwealth rules, regulations, procedures and legislative requirements pertaining to education, employment and vocational training.
- Knowledge of current trends and issues in education, vocational and training in the community.

QUALIFICATIONS AND EXPERIENCE

- Tertiary education qualifications (minimum three year trained Teacher).
- 3 years appropriate teaching experience.
- Experience with young people at educational risk.

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Work Related Requirements

The work related requirements to be addressed in the application are stated in the Application Package.

The following work related requirements may be assessed at different stages of the selection process.

ESSENTIAL

Skills

Communication

Written, oral and interpersonal communication, including the ability to communicate effectively with diverse people in a culturally appropriate manner.

Planning and organisation

Well-developed planning and organisational skills to ensure effective management of caseload and advocacy role.

Coordination, Networking, Leadership and Supervision

The ability to work in a multi-disciplinary team.

Advisory

Ability to establish and manage effective workplace relationships and external networks to achieve positive outcomes.

Knowledge

Knowledge of current trends and issues in education, vocational and training in the community.

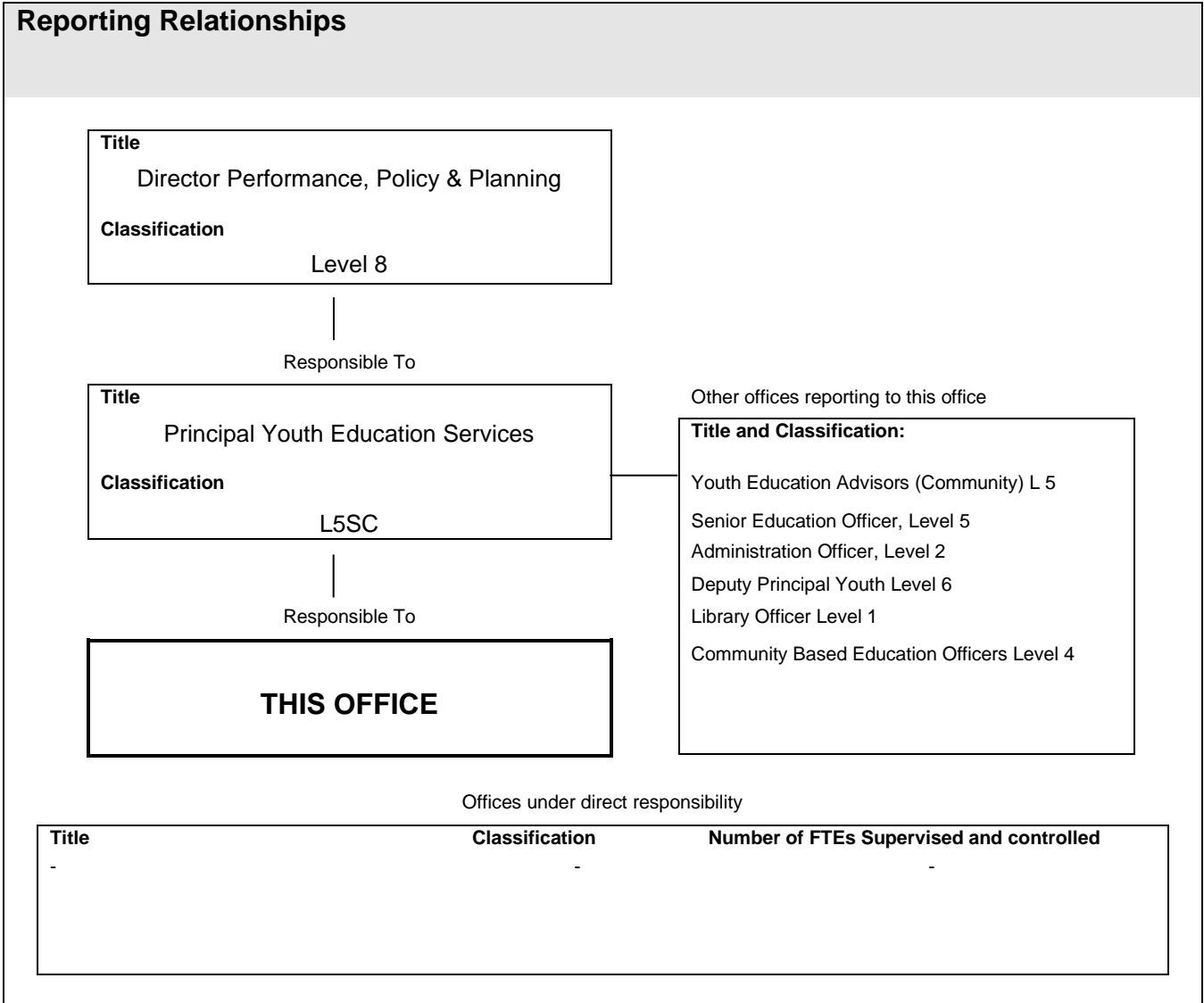
Qualifications and Experience

Tertiary education qualifications (minimum three year trained Teacher).
3 years teaching experience

Eligibility

Current holder of or ability to obtain the relevant clearance under the Working with Children (Criminal Record Checking) Act 2004 (the Act). This position is identified under section 6 of the Act as "Child Related Work". Applicants must have a current Working with Children Check or be able to successfully apply for one to be eligible for appointment to this position.

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LOCATION AND ACCOMMODATION State location. If accommodation is available give details such as department/G.E.H.A., free/rental, etc.	LOCATION ACCOMMODATION
ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable.	Working With Children

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Delegated Authority
Signature
Date