



Social Worker

Alternative Learning Placement Team

Position number	00039528
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Specified Calling Level 1
Reports to	Program Coordinator - Engagement (School Administrator Level 3)
Direct reports	Nil

Context

The Statewide Services Division is responsible for the central portfolios that deliver support services to students and schools across the State to improve educational outcomes for all students. This includes ensuring there is state-wide integration of support to schools and students, providing policy advice, allocating resources, and monitoring programs and services to ensure high standards.

The Alternative Learning Placement Team is responsible for:

- identification and liaison with services/pathways available in regions for students excluded or at risk of being excluded
- brokerage of suitable alternative educational options
- the transition process of students into new environments
- development and implementation of risk management plans and strategies.

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Key responsibilities

- assists schools develop and implement policies and procedures to identify students at educational risk
- undertakes assessment of referred students, prepares plans and undertakes social work intervention with students, families and groups
- interviews parents/guardians, obtains and evaluates case information from all relevant sources, and makes home visits, as appropriate
- provides a supportive link between the child and family and participates in school and community projects
- participates in multi-disciplinary team meetings and case conferences as appropriate
- consults and advises other staff on matters related to specific cases

- organises and maintains a records system, collates statistical data and provides annual and case reports, as required
- assists with appropriate submissions on school and social work related issues
- participates in training programs/workshops for staff within the Department
- participates in on-going professional and skill development programs to maintain and upgrade practice
- initiates and participates in research projects.

Selection criteria

1. Demonstrated well developed oral and written communication and interpersonal skills with the ability to establish and maintain effective working relationships, negotiate and resolve conflict.
2. Demonstrated well developed knowledge of the youth sector, particularly local organisations and services and ability to work with children and families.
3. Demonstrated sound research, conceptual and analytical skills and experience in identifying problems and developing appropriate intervention strategies and support programs.
4. Demonstrated knowledge of school systems and operations and skills in working in a multi-disciplinary team setting.
5. Demonstrated effective planning and organisational skills, with the ability to manage competing priorities within timelines.

Eligibility and training requirements

Employees will be required to:

- possess a degree in Social Work and be eligible for full membership of the Australian Association of Social Workers
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

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

ENDORSED

Date 29 April 2019
Reference D19/0179888