



Participation Support Officer North Lake Senior Campus

Position number	00027686
Agreement	Public Service and Government Officers CSA General Agreement 2017 (or as replaced)
Classification	Level 3
Reports to	Engagement and Transitions Manager (Level 7)
Direct reports	Nil

Context

Information about North Lake Senior Campus is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- provides case brokerage services to compulsory school aged students who are disengaged from school and/or at risk of not making an effective transition into appropriate education, training and employment options
- researches and investigates appropriate pathways for students which may include home liaison and other off-site visits to discuss options and support successful transitions
- undertakes site visits to employers to complete employment checklists including conducting discussions with employers and other relevant parties in order that relevant information is obtained prior to completing case information
- assists in the planning and implementation of interventions and provides a supportive link between the student, the family, the college/school and other appropriate agencies in the community
- researches current issues for young people, participates in projects as required
- assists in the planning and implementation of Participation Team activities
- participates in multi-disciplinary team meetings and case conferences with other agencies as appropriate, including the provision of information and consultancy advice as required
- develops and maintains a record system and prepares and collates information that is used to monitor strategies and programs.

Selection criteria

1. Demonstrated knowledge and experience of youth, education and training services, particularly in relation to at risk compulsory school-aged students.
2. Demonstrated sound verbal, written and interpersonal communication skills, including the ability to deal effectively with a wide range of individuals at all levels.
3. Demonstrated skills and experience in working with individual or small groups of students experiencing difficulties, particularly in relation to at risk 15 to 17 year olds.
4. Demonstrated sound conceptual and analytical skills, including the ability to think clearly and solve problems autonomously.
5. Demonstrated sound organisation skills with the ability to use initiative to meet competing priorities.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- hold a current 'C' class drivers licence
- 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 26 June 2019
Reference D19/0245874