

Participation Coordinator

Education Regions

Position number	Generic
Agreement	Department of Education (School Support Officers) CSA General Agreement 2017 (or as replaced)
Classification	Level 4
Reports to	Engagement and Transition Manager (Level 7)
Direct reports	Nil

Context

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit [Schools Online](#) and enter the school name in the *Find a School* field.

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

Key responsibilities

- provides case brokerage and support services to compulsory school-aged students at risk of disengaging from an effective transition into appropriate education, training and employment options
- makes appropriate assessment of individual students' needs, including developing high quality plans to access appropriate pathways to a range of post-school options
- brokers placements with post-school providers and facilitates other options, including State Training Providers and other Registered Training Organisations, apprenticeships and traineeships, community-based programs or employment
- develops and maintains an effective network of youth, employment, education and training services relevant to young people in the locality and across regions, if necessary
- collects data on participation strategies, and monitors and reports on client outcomes.

Selection criteria

1. Demonstrated considerable knowledge and experience of youth, education and training services, particularly in relation to at risk compulsory school-aged students.
2. Demonstrated well developed conceptual and analytical skills and the ability to identify and resolve issues.
3. Demonstrated well developed written, oral and interpersonal communication skills, including the ability to work effectively in a team environment, in diverse settings and with target groups.
4. Demonstrated ability to develop and maintain relevant professional networks and negotiate successful outcomes.
5. Demonstrated well developed organisational 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
- 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 13 June 2019
Reference D19/0248314