



## Youth Transition Officer

School of Special Educational Needs: Sensory

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA General Agreement 2017</a> (or as replaced)
<b>Classification</b>	Level 4
<b>Reports to</b>	Deputy Principal/Program Coordinator
<b>Direct reports</b>	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 closely collaborating with regions to ensure there is a state-wide integration of support to schools and students delivered through regional networks, providing policy advice, allocating resources, and monitoring programs and services to ensure high standards.

Alternative learning settings is a new program targeting a specific cohort of students – those who have committed violent acts and/or are very physically aggressive, but are capable, with time and the correct interventions, of re-learning the social and self-regulation skills to cease such behaviours. The alternative learning settings will deliver specialised activities and learning programs that build students' social skills and self-regulation.

Visit [Schools Online](#) to find out more information about the School of Special Education Needs: Sensory.

### Key responsibilities

- provides individualised case coordination and support services, including case brokerage (referral) services, to 10 to 18 year old students transitioning to and from alternative programs, schools and centres
- provides support and advice to students in the program and brokers access to other providers offering the most relevant service to each individual's circumstances
- actively participates in multidisciplinary team meetings and with other agencies as appropriate, including the provision of information and consultancy advice as required

- researches, develops, implements and monitors high quality plans for young people to access appropriate pathways to a range of training and employment options where appropriate
- connects young people to appropriate local youth and counselling services
- develops and maintains an effective network of youth, employment, education and training services relevant to young people in the locality
- maintains a record system, analyses data and prepares information to develop and monitor plans.

### **Selection criteria**

1. Demonstrated knowledge and understanding of youth, education and training services, particularly in relation to at risk 10 to 18 year olds.
2. Demonstrated well developed conceptual and analytical skills, including the ability to identify and clarify issues and problems and generate strategies to address them.
3. Demonstrated well developed organisational skills with the ability to prioritise tasks to meet deadlines and work autonomously and collaboratively within a team environment.
4. Demonstrated skills and experience in working with individuals or small groups of students experiencing difficulties.
5. Demonstrated well developed oral, written and interpersonal communication skills with the ability to establish and maintain effective working relationships, negotiate and resolve conflict.

### **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            20 February 2019  
Reference      D19/0070721