



Youth Support Worker (Defence Secondary Transition Mentor) Schools

Position number	Generic
Agreement	Department of Education (School Support Officers) CSA General Agreement 2019 , or as replaced.
Classification	Level 4
Reports to	Manager Corporate Services / Program Coordinator (various levels)
Direct reports	Various

Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#).

Please visit education.wa.edu.au for further information about the Department of Education.

Key responsibilities

- Research, develop and introduce systems, intervention strategies and alternative programs that provide a responsive and effective support service for students, staff and family members of the Australian Defence Force (ADF).
- Coordinate the inclusion of students of ADF families into the school's Youth Support Program.
- Establish and maintain professional links between the student, the family, the college/school and other appropriate agencies in the community.
- Promote a supportive educational environment for ADF mobile families.
- Undertake work assessments on students from ADF families, including liaising with parents/guardians, students, staff and other stakeholders.
- Assist the School Administration team in crisis management by providing relevant and appropriate, methodologies, strategies and support, as required.
- Actively participate in multi-disciplinary team meetings and case conferences within the college/school and with other agencies as appropriate including the provision of information and consultancy advice as required.
- Actively assist teaching staff in the planning and implementing of class and school activities and co-facilitates group work/ programs.

- Research current issues for students from mobile ADF families and provide written reports outlining findings.

Selection criteria

1. Well-developed oral, written and interpersonal communication skills that demonstrate an ability to establish and maintain effective work relationships, negotiate and resolve conflict.
2. Demonstrated well developed organisational skills with the ability to prioritise tasks to meet deadlines and work autonomously and collaboratively within a team environment.
3. Demonstrated well developed research, conceptual and analytical skills and experience in identifying problems and developing appropriate intervention strategies and support programs.
4. Demonstrated skills and experience in working with individual or small groups of adolescents who are experiencing difficulties.
5. Demonstrated practical working knowledge of the youth sector, particularly local organisations.
6. Demonstrated understanding of the ADF organisation and the additional challenges that the posting cycle places upon students from an ADF family.

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 1 February 2021
Reference D21/0043007