

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Education Department Ministerial Salaries, Allowances and Conditions Award 1983 Department of Education (School Support Officers) CSA General Agreement 2017 or as replaced	
Group:	Public Schools	Effective Date of Document 20 March 2019
Division:	Statewide Services	
Directorate:	Student Support Services	
School:	School of Special Educational Needs: Behaviour and Engagement	
Section:	Engagement Centres	

THIS POSITION

Title: Youth Transition Coordinator

Classification: Level 4

Position No: Generic

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Principal
LEVEL: School Administrator Level 6
POSITION NUMBER: 00035754

TITLE: Senior Youth Transition Coordinator
LEVEL: 5
POSITION NUMBER: 00038792

Positions under direct responsibility

Title:	Classification:	Position No:
Various		

TITLE	CLASSIFICATION	POSITION NO.	EFFECTIVE DATE
Youth Transition Coordinator	Level 4	Generic	20 March 2019

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/>.

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.

The School of Special Educational Needs: Behaviour and Engagement consists of a new, small and specialised learning academy located at the former Midland Primary School site and 13 Engagement Centres located at various sites across the State. Administration of the school is based at the Statewide Services Centre, Padbury.

The learning academy has been specifically designed to meet the learning needs of highly disengaged secondary students no longer participating in mainstream schooling and unlikely to meaningfully re-engage with this type of schooling in the foreseeable future. Establishment of the academy is a pilot to determine if this type of school should be considered in other locations in the State.

The Engagement Centres delivers services to students from Kindergarten to Year 12 and provides an expanded range of services to a greater number of students.

Further context about the School of Special Educational Needs: Behaviour and Engagement is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school name in the *Find a School* field.

TITLE Youth Transition Coordinator	CLASSIFICATION Level 4	POSITION NO. Generic	EFFECTIVE DATE 20 March 2019
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ROLE

The Youth Transition Coordinator:

- provides individualised case coordination and support services, including case brokerage (referral) services, to 10 to 18 year old students transitioning to and from engagement centres and alternatives programs 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.

OUTCOMES

1. Young people are supported during transition to and from engagement centres and alternative programs and centres.
2. Young people transitioning to and from the engagement centres and alternative programs and centres are supported through all relevant agencies.
3. Appropriate support and guidance is provided as part of a coordinated service for personalised plans and support services.
4. Effective working relationships and community partnerships are developed and maintained.
5. Information and data are accessed, collected, analysed and reported accurately and in a timely and confidential manner.

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

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.

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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

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- 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 duties, responsibilities and other requirements of the position.

ENDORSED

DATE 20 March 2019

TRIM REF # D18/0401290