



## Youth Transition Coordinator

Leonora District High School

<b>Position number</b>	00036736
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA General Agreement 2019</a> , or as replaced
<b>Classification</b>	Level 4
<b>Reports to</b>	Principal (School Administrator Level 4)
<b>Direct reports</b>	Nil

### Context

The Youth Transition Coordinator is a unique role which provides support to the North Country Network of schools by providing programs and pathways to further education and/or employment. A key indicator for success is to support schools with engagement of students at Educational risk, improving attendance rates and academic outcomes. These outcomes are in line with the WA Education Departments Strategic Directions for public schools 2020-2024, to increase retention and achievement of students to Year 12.

The position is based at Leonora District High School (DHS), however the occupant of this position may also be required to undertake travel (including overnight travel) to other North Country network schools.

Information about Leonora DHS is available on [Schools Online](#).

Please visit [education.wa.edu.au](http://education.wa.edu.au) for further information about the Department of Education.

### Key responsibilities

- Provide individualised case coordination and support services, including case brokerage (referral) services to 11 to 18 year old students identified as at risk of disengaging from educational pathway(s).
- In conjunction with the Principals, Manager Corporate Services and Teacher In Charge of High School, implement and monitor high quality plans to re-engage students in education.
- Provide support and advice to students on matters relating to their education.

- Actively participate in team meetings within the school and with other agencies as appropriate, including providing information and advice, as required through the principal.
- Develop and maintain professional links between the student, the family, the school and appropriate agencies including; youth employment, education and training services in the community.
- Identify at-risk students and support students to continue their education and/ or to transition into viable post-school pathways through Secondary Graduation, out-of-school pathways or employment.
- Actively assist in the planning and implementation of class and school activities.
- Maintain a record system, enabling analysis of data, preparation of information and reports as required and appropriate management of confidential information.

### **Selection criteria**

1. Demonstrated knowledge and understanding of youth, education and training services, particularly in relation to at risk 9 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 skills, experience and ability to work with individuals or small groups of students through practical hands on projects and outcomes.
4. Demonstrated well developed oral, written and interpersonal communication skills with the ability to establish and maintain professional networks and negotiate successful outcomes.
5. Demonstrated well developed organisational skills with the ability to prioritise tasks to meet conflicting deadlines and work autonomously and collaboratively within a team environment.

### **Eligibility and training requirements**

Employees will be required to:

- hold or obtain a valid white card
- hold a valid C class licence
- 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            10 February 2021  
Reference    D21/0063155