



Youth Transition Coordinator

School of Special Educational Needs: Behaviour and Engagement

Position number	00042623
Agreement	Public Sector CSA Agreement 2021 or as replaced
Classification	Level 4
Reports to	Senior Youth Transition Coordinator (Level 5)
Direct reports	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.

The School of Special Educational Needs: Behaviour and Engagement has responsibility and oversight for the delivery and monitoring of services and support for students with extreme, complex and challenging behaviours across the public school system. Services are delivered by SSEN:BE staff in Engagement Centres located in each education region throughout the state and from Statewide Service based in Padbury.

In collaboration with the Department of Justice, the Youth Transition Coordinator will be primarily based in the courthouse at the Perth Magistrates Court.

Further context about the School of Special Educational Needs: Behaviour and Engagement is available on [Schools Online](#).

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

Visit www.wa.gov.au/organisation/department-of-justice to find out more about the Department of Justice

Key responsibilities

- Prepare the court list with information and identification of at-risk students.

- Meet young people presenting at Perth children's court, their families, support agencies or defense council to discuss their educational needs or current educational engagement for the purpose of providing consultation, advice or referral to school, alternative educational programs or TAFE.
- Liaise with internal stakeholders to monitor custody list, Students Whereabouts Unknown and current Youth Transition Coordinator client list to facilitate coordination of intervention and support
- Maintain current networks and working relationships with alternative educational programs, Curriculum and Reengagement in Education school or educational organizations.
- Identify and monitor prolific primary offenders, length of time in custody and develop supports to increase schooling engagement and retention.
- Maintain data and reporting tool for the purpose of identification of trends, report numbers and resource allocation.
- Actively participate in multidisciplinary team meetings and with key stakeholders as appropriate, including the provision of information and consultancy advice as required.

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 18 July 2022
Reference D22/0547505