



## Youth Transition Officer

### School of Alternative Learning Settings

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA General Agreement 2021</a> or as replaced
<b>Classification</b>	Level 4
<b>Reports to</b>	Associate 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 have been established to provide an alternative environment from mainstream schooling for students who have been excluded or are at high risk of exclusion from public schools due to violent behaviour. The School of Alternative Learning Settings (SALS) will provide these students with schooling in environments designed to effect positive and lasting change in their behaviour.

Each setting accommodates up to 10 students at any time who are provided with an intensive, individualised program of support while they continue their education. There is a strong focus on developing students' social skills and ability to self-regulate. Youth Transition Officers work directly with students in classroom and community contexts.

Information about the School of Alternative Learning Settings is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) for more information about the Department of Education.

#### Key responsibilities

- Provide 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.

- Provide support and advice to students in the program and broker access to other providers offering the most relevant service to each individual's circumstances.
- Actively participate in multidisciplinary team meetings and with other agencies as appropriate, including the provision of information and consultancy advice as required.
- Research, develop, implement and monitor high quality plans for young people to access appropriate pathways to a range of training and employment options where appropriate.
- Connect young people to appropriate local youth and counselling services.
- Develop and maintain an effective network of youth, employment, education and training services relevant to young people in the locality.
- Create and execute student transition plans based on the students identified pathway and liaise with schools, families and organisations to achieve this.
- Maintain a record system, analyse data and prepare 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 within a student context, 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            28 June 2022  
Reference    D22/0481129