



Youth Support Worker (Defence Transition Mentor)

Pilbara Education Region

Position number	00028491
Agreement	Public Sector CSA General Agreement 2019 (or as replaced)
Classification	Level 4
Reports to	Coordinator Regional Services
Direct reports	Nil

Context

The Pilbara Education Region is one of eight regions in the Western Australian Department of Education and comprises 29 public schools. The Pilbara is a vast area in the North West covering more than 500,000 square kilometres. The headquarters for this educational region, the Pilbara Education Regional Office, is located in the City of Karratha.

The office is staffed with a Director of Education, Coordinator Regional Operations, Coordinator Regional Services and other officers who provide support to schools to deliver quality educational opportunities and outcomes for students in the diverse school and community settings across the Pilbara.

The Pilbara Education Regional Office works collaboratively with officers in Central Office and Statewide Services to support schools with policy advice; development and allocation of resources; management of projects and contracts for service; developing quality assurance processes for programs aimed at improving educational outcomes for students and achieving objectives outlined in the Department's Strategic Directions for public schools 2020-2024: *Every student, every classroom, every day.*

Please note that accommodation in this area is limited and applicants are requested to review housing options prior to applying as no housing is provided with this position.

The Pilbara Defence Transition Mentor Program provides information, support and referral for children of mobile Australian Defence Force (ADF) families across the Pilbara and Midwest regions. The major components of the strategy are:

- development of policy and guidelines for the implementation of the program for students of ADF families who may be at education risk

- development of guidelines and procedures for teachers to assist in the identification of students at educational risk and the application of appropriate intervention strategies
- strengthened accountability processes to demonstrate that the needs of students of ADF families are being met
- support and dissemination for the extension of good practice models
- improved delivery and the provision of appropriate programs
- system-wide professional development to support the implementation of the strategy.

For further information, please visit: www.defence.gov.au/dco

Key responsibilities

- Coordinate the Youth Support Programs.
- Research, develop and introduce system, intervention strategies and alternative programs that provide a responsive and effective support service for students, staff and family members of the ADF.
- Establish and maintain professional links between the student, the family, the school and other appropriate agencies in the community.
- Undertake work assessments on students from Australian Defence Force families, including conducting discussions with parents/guardians, students, staff and other stakeholders.
- Assist the school administration team in crisis management by providing relevant and appropriate strategies and support, as required.
- Participate in multi-disciplinary team meetings and case conferences within the school and with other agencies as appropriate including the provision of information and consultancy advice as required.
- Actively assists teaching staff in the planning and implementing of class and school activities and co-facilitates group work.
- Research current issues for students from mobile ADF families and provides written reports outlining findings.

Selection criteria

1. Demonstrated well developed oral, written and interpersonal communication skills and ability to establish and maintain effective work relationships, negotiate and resolve conflict.
2. Demonstrated well developed organisational skills and 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 students 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
- hold a valid Western Australian Driver's Licence
- travel to locations in the Pilbara and Midwest education regions.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 14 January 2021
Reference D21/0018158