

Youth Development Officer

Residential Colleges

Position number	Generic
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	College Manager (Level 5)
Direct reports	Nil

Context

Information about Residential Colleges is available on [Schools Online](#).

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

Key responsibilities

- Plans, develops and delivers activities and programs, including leisure activities, camps, outings and incentives, to ensure students remain active, engaged and connected to culture.
- Improve the wellbeing, resilience and pro-social behaviours of students by working in partnership with the college manager to prioritise and deliver individual, small group and whole-of-college programs and strategies.
- Enhance student outcomes by identifying and establishing support networks for students with staff, the college community and, under direction, local community agencies.
- Support college staff in identifying and responding to the additional needs of students.
- Work in partnerships with key services providers to coordinate and deliver activities that aim to support and engage students.
- Participate in case conferences within the college and with other agencies as appropriate, including the provision of information and consultancy advice as required.
- Work in collaboration with relevant stakeholders to effectively support students; developing appropriate engagement/intervention strategies as required.
- Provide support and advice to the college manager on strategies for supporting students and facilitates group work processes.
- Undertake administrative tasks as necessary, including appropriate data entry, report writing, meeting minutes and management of student case notes.

Selection criteria

1. Demonstrated considerable experience working with individuals or small groups of students who are or may be at risk and implementing strategies to improve engagement.
2. Demonstrated interpersonal skills, including the ability to establish effective working relationships with people from a wide range of backgrounds.
3. Demonstrated negotiation, mediation and conflict resolutions skills with relevant experience working with students who require support.
4. Ability to work independently and as a member of a team without direct supervision.
5. Demonstrated effective planning and organisational skills, with the ability to manage competing priorities within timelines.

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 3 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 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement
- hold a current Western Australian 'C' or 'C-A' Class Driver's Licence.

Certification

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

ENDORSED

Date 11 October 2023
Reference D23/1636295