



## Youth Engagement Coordinator

### Safety Bay Senior High School

<b>Position number</b>	00042106
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2021</a> or as replaced
<b>Classification</b>	Level 4
<b>Reports to</b>	Principal (School Administrator Level 6)
<b>Direct reports</b>	Nil

#### Context

Information about Safety Bay Senior High School is available on [Schools Online](#).

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

#### Key responsibilities

- Provide individualised case coordination and support services to students identified as at risk of disengaging from their educational pathway.
- Research, develop, 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 participates in multi-disciplinary team meetings within the school and with other agencies as appropriate, including the provision of information and consultancy advice as required.
- Develop and maintain professional links between student, families, within the school and other appropriate agencies including youth employment, education and training services in the community.
- Develop and maintain a record system and prepare information to develop and monitor re-engagement plans.

#### Selection criteria

1. Demonstrated skills and experience in working with individual or small groups of disengaged students to design and implement educational pathways.
2. Demonstrated well developed verbal and written communication and interpersonal skills with the ability to establish and maintain effective working relationships and negotiate and resolve conflict.

3. Demonstrated well developed research, conceptual and analytical skills and experience in identifying problems and developing engagement and support programs.
4. 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:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- undertake occasional travel and supply and maintain own vehicle for use when travelling on official business
- hold a valid driver's licence
- 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            21 December 2021  
Reference     D21/0800550