

## Participation Coordinator

Comet Bay College

<b>Position number</b>	00047304
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 4
<b>Reports to</b>	Manager Corporate Services (Level 6)
<b>Direct reports</b>	Nil

### Context

Information about Comet Bay College is available on [Schools Online](#).

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

### Key responsibilities

- Manage an assigned caseload.
- Provide individualised case brokerage and face to face outreach support services to Compulsory School-aged Students who are disengaged or at risk of disengaging.
- Provide advice to students and parents/ guardians on participation matters and legislative requirements relating to final years of compulsory education.
- Provides advocacy for students to access appropriate support services and works to improve outcomes related to transitions and (re)engagement into an approved option.
- Ensure case coordination and processes are compliant with relevant legislation, regulation, policies and procedures, including the *Higher School Leaving Age and Related Provisions Act 2005*.
- Review referrals and undertake assessment of individual students' needs, to optimise success of engagement in educational, training and employment pathways.
- Develop high quality individual pathway plans, including career and transition considerations for at risk young people to make informed choices and effective transitions to a range of appropriate pathways and post-school options.
- Participate in team and case meetings with relevant parties as appropriate, including providing information and advice on brokerage and case coordination for individual students.
- Broker transitions to and placements with post-school providers, including TAFE and other Registered Training Organisations, apprenticeships and traineeships, community-based programs or employment.

- Facilitate and support the completion of required parental permission forms seeking to be approved for agreed post-school arrangements.
- Develop and maintain professional links and effective networks with schools, State Government, Commonwealth and Community agencies, youth, employment, education and training services relevant to young people in the locality.
- Input and update of information into relevant record keeping systems, enabling analysis of data, preparation of information and reports as required and appropriate management of confidential information.

### **Selection criteria**

1. Demonstrated considerable knowledge and experience of youth, education and training services, particularly in relation to at risk compulsory school-aged students.
2. Demonstrated well developed conceptual and analytical skills and the ability to identify and resolve issues.
3. Demonstrated well developed written, oral and interpersonal communication skills, including the ability to work effectively in a team environment, in diverse settings and with target groups.
4. Demonstrated ability to develop and maintain relevant professional networks and negotiate successful outcomes.
5. Demonstrated well developed organisational skills with the ability to use initiative to meet competing priorities.

### **Eligibility and training requirements**

Employees will be required to:

- hold a current 'C' class driver's licence
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit 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 and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

### **Certification**

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

### **ENDORSED**

Date            19 May 2025  
Reference    D25/0450254