



## Transition Coordinator

Eastern Goldfields College

<b>Position number</b>	00047545
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 4
<b>Reports to</b>	Manager Corporate Services (Level 5)
<b>Direct reports</b>	Nil

### Context

Information about Eastern Goldfields 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

- Provide individualised case coordination and support services, including case brokerage (referral) services, to 15 to 18 year old students transitioning to the college.
- Provide support and advice to school staff, students and their families for students requiring transition and brokers access to other providers offering the most relevant service to each individual's circumstances.
- Actively participates 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 recreational, training and employment options where appropriate and provides consultative support to colleagues.
- 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.
- Actively assist in the planning and implementation of college activities relevant to the student transition program.
- 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 15 to 18 year olds.
2. Demonstrated well developed conceptual and analytical skills, 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:

- 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
- hold or obtain a current valid 'C' or 'C-A' class Western Australian drivers licence
- undertake travel to regional and remote communities
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by the Department
- 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 16 September 2025  
Reference D25/0856119