Role Description

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| **Youth Support Coordinator** | Job Ad Reference |  | | |
|  | Job Evaluation No. | **18242** | TRIM No. | **13/216496** |
|  | Work Unit | **State School/State High School or other education institution**  **State Schools Division** | | |
|  | Location | **Various locations throughout the State** | | |
|  | Classification | **AO3 Qld Public Service Officers and Other Employees Award - State 2015**  **36 ¼ hour week** | | |
|  | Job Type | **Permanent / Temporary / Full-time / Part-time**  **Temporary period until XXXX unless otherwise determined** | | |
|  | Salary Range | **per annum**  *Plus superannuation contributions of up to 12.75% of your annual salary.* | | |
|  | Contact Officer |  | | |
|  | Contact Telephone |  | | |
|  | Closing Date |  | | |

## Your employer

The Department of Education (DoE) is committed to ensuring Queenslanders have the education and skills they need to contribute to the economic and social development of Queensland. The department delivers world class education and training services for people at every stage of their personal and professional development. We are also committed to ensuring our education and training systems are aligned to the state’s employment, skills and economic priorities. DoE is a diverse organisation with the largest workforce in the state. We provide services through the following service delivery areas:

* State Schools Division delivers high quality education to more than 70 percent of all Queensland school students at prep, primary and secondary levels.
* Policy, Performance and Planning Division takes a strategic approach to driving the business of the portfolio, across, schooling, training and employment, early childhood, education and care and Indigenous education policy. The division engages in policy development and intergovernmental relations, legislation, governance and planning, and monitors and reviews the department’s performance framework.
* The Early Childhood and Community Engagement Division is responsible for the strategic management and implementation of early childhood reforms, coordination of early childhood education and care programs, approval and regulation of services, supporting assessment and ratings and the quality improvement for all early childhood development and education services in Queensland. The Division is also responsible for the department’s community engagement and communication priorities with a specific focus on working with stakeholder to meet government goals, commitments and targets.
* Corporate Services Division consists of Information and Technologies Branch, Human Resources Branch, Finance Branch, Procurement Services Branch and Infrastructure Services Branch which work together to ensure that the department achieves sustainable investment, better utilisation of assets and resources, increased organisational productivity and accountability from its investment for both business and education outcomes.

State Schools Division is responsible for ensuring Queensland state school students are engaged in learning, achieving and successfully transitioning to further education, training and work.

State Schools Division develops the strategic direction for state schools, supported by operational policies and ensuring their implementation in regions and schools.

Schools are the focus of expertise in learning. They perform a vital role in providing opportunities to students to acquire knowledge and understanding, pursue special interests, strive to achieve excellence and develop social and vocational skills. Their core business is providing a learning program for students to achieve system wide and school based learning outcomes. Schools also aim to facilitate and support participation among parents, students, administrators, teachers and others in the school community and between the school and departmental support structures.

For more information about the department, please visit our website at <https://qed.qld.gov.au/>

## Your opportunity

As the Youth Support Coordinator you will:

* Refer at risk students to appropriate agencies and support services that will assist students to overcome barriers to education and training.
* Provide individual support, case management and, where appropriate, group support to students to maximise their engagement with education and training.

The Youth Support Coordinator reports to the Principal or their nominated delegate on day to day matters and to the Regional Youth Support Coordinator on professional matters and for professional supervision.

## Your role

As the Youth Support Coordinator you will have responsibility for the following:

* Identify barriers to young people achieving outcomes and referral to appropriate support services.
* Maintain records of student contact on a daily basis.
* Support students to achieve satisfactory learning outcomes.
* Develop and monitor post program support as required to meet program performance criteria.
* Develop and foster relationships between the school and families of students to assist at risk students to remain engaged with education or training.
* Conduct home visits with students and their families, as appropriate, to advise and provide strategies for a more positive educational experience.
* Be part of the professional team working with the school and the community and liaise with students, teachers, parents, guidance officers, special needs teacher, administrative officers, officers of welfare agencies and other government departments.
* Monitor attendance patterns of students or groups of students and, in accordance with the school’s attendance plan, implement early intervention strategies.
* Inform and educate parents, community members and students on relevant issues that may be impacting student engagement.
* Develop and implement programs to support social and emotional wellbeing as required e.g. addressing social skills, assertiveness or self esteem.
* Identify and provide appropriate assistance to students experiencing difficulties at school and at home which may put them at risk of leaving school prematurely.

## How you will be assessed

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

1. **Supports strategic direction**

Knowledge of and experience in working with young people at risk of disengaging with education and training and contemporary practices.

1. **Achieves results**

Demonstrated ability to organise own work, to work independently and as a team member, to maintain confidentiality, and to reliably meet commitments.

1. **Supports productive working relationships**

Knowledge of effective support networks for young people and demonstrated collaboration with a broad range of stakeholders to meet required outcomes.

1. **Displays personal drive and integrity**

Demonstrated personal qualities and commitment to working with at risk young people and an ability to work with and develop resilience in young people to support retention and attainment.

1. **Communicates with influence**

Well developed interpersonal, negotiation and communication skills to liaise effectively with a diverse range of persons, including students in Years 10-12 and their families.

## Additional information

* For temporary positions - The duration of this position will be dependent on work demands and the availability of ongoing funding. Delete if not applicable
* The *Child Protection Reform Amendment Act 2014* requires the preferred applicant to be subject to a working with children check as part of the employment screening process. The department is legally obliged to warn applicants that it is an offence for a disqualified person to sign a blue card application form. Further details regarding the blue card system is available at: [www.bluecard.qld.gov.au/](http://www.bluecard.qld.gov.au/)
* Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card from the Public Safety Business Agency (PSBA).
* A criminal history check will be initiated on the successful applicant.
* A serious discipline history check may be initiated on the successful applicant.
* A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
* If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
* You may be required to complete a period of probation in accordance with the *Public Service Act 2008*.
* Staff are required to actively participate in consultation and communication with supervisors and management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation and related health, safety and wellbeing responsibilities and procedures developed by the department.
* You will work for an organisation that values its people and promotes leadership and innovation. We respect professionalism, embrace diversity and encourage a balance between work and life commitments.
* Departmental employees are required to acknowledge they understand their obligations under the Queensland Government *Code of Conduct* and the department’s *Standard of Practice* and agree to align their professional conduct to these obligations.
* All roles in the department are responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (for example email, internet and telephone) and public resources (for example computers and network resources).  Staff must undertake these tasks in accordance with the department’s information management policies and procedures (for example recordkeeping, privacy, security and email usage).
* You will be actively supported as an individual and will have access to a range of flexible work options, an employee assistance program and learning and development opportunities.
* All role descriptions and recruitment and selection processes are required to be aligned with the Queensland Government Capability and Leadership Framework (CLF). For more information about the CLF, visit [www.psc.qld.gov.au](http://www.psc.qld.gov.au)
* Additional information is available online at: [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au/)

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| g:\6618\_hr-talent\5776-estab mgmt proc\position descriptions\1. 2018 activity\2018 rd folders\18200-18299\ao3, youth support coordinator, various schools.docx  JEMS Approval Date: March 2018  JEMS: 18242  Position Nos.: Various  TRIM: 13/216496  JEMS codes: D+2=c+88 C=3=66 C+1=c= 66 Service/Support Total Score 220 (AO3) |