



POSITION TITLE:	School Focused Youth Services Coordinator
POSITION NUMBER:	YS039
POSITION LOCATION:	Warrnambool, Portland, Hamilton
CLASSIFICATION:	SCHADS Level 5 (PayPoint will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
TEAM /DIVISION:	School and Community Programs – Youth Services Division
EMPLOYMENT CHECKS:	Current National Police Check, Working with Children Check and DWES List Check.

OUR ORGANISATION

Brophy Family and Youth Services is a quality accredited Child Safe, not for profit organisation, with a community based Board of Directors. Our service provides a wide range of family, youth and children services across South West Victoria. We are a multi – site organisation, and employees may be required to work at any of our sites. These sites are based in Warrnambool, Portland, Hamilton and Colac.

Brophy Family and Youth Services actively values and promotes diversity in our community and affirms our commitment to always be inclusive and respectful to all, regardless of gender, age, race, sex, sexual orientation, religion, level of ability, cultural or language background.

We welcome people who are LGBTIQ+ (lesbian, gay, bisexual, transgender, gender diverse, intersex, queer, plus other sexual minority identities), and are accredited under the Rainbow Tick Standards for LGBTI inclusive practice.

Our values are: Social justice, Professionalism, Empowerment, Responsiveness and Partnership.

DIVISION AND PROGRAM OVERVIEW

The Youth Services Division encompasses four teams which include Youth Support Team (Youth Homelessness, Youth Justice, Better Futures and Young Parents, Youth Transitions Team (Transition to Work and related transition programs), Foyer Warrnambool (24 hour supported youth accommodation facility and related services), School & Community Programs (School Focused Youth Service, Safe in the South West Project, Youth Projects, Healthy Relationships).

PRIMARY PURPOSE OF ROLE

The School Focused Youth Service Coordinator is responsible for working cooperatively with local schools and community agencies that support young people in Grade 5 to Year 12 who may be at risk of not completing their education.

These young people are more likely to be dealing with a range of complex issues which present barriers to them attending school and learning. These could include: mental health issues,

homelessness, juvenile justice, drug and alcohol use, having a learning difficulty or family dysfunction, or a combination of these or other factors.

The School Focused Youth Service does not provide individual case support to young people, rather uses a community development approach to respond to issues that may put young people at risk of not completing their education. This is done using early intervention strategies and includes the following key strategies:

- Identification of local issues that are currently affecting young people who are disengaging from education.
- Gathering national, state, regional and local data on young people not completing their education.
- Providing advice and support to schools with information dissemination of local services available for young people, including assessment, referral pathways and program service parameters.
- Liaison with local area school networks, regional DET offices to prioritise areas of need and issues that require a coordinated response. This includes liaison with all government, faith based and independent schools in the network area.
- Developing partnership projects between schools and community organisations that will address identified youth issues.
- Use of early intervention and prevention programs with an evidence base in order to demonstrate measurable outcomes for the young people involved.

As this position regularly engages with external stakeholders, the incumbent must be able to work collaboratively with others, maintain professionalism and actively promote Brophy Family and Youth Services to the region.

ORGANISATIONAL RESPONSIBILITIES AND ACCOUNTABILITIES

The School Focused Youth Service is funded by the Department of Education and is delivered by various community organisations across Victoria.

Brophy Family and Youth Services deliver the School Focused Youth Service program across the LGA networks of: Warrnambool/Moyne network, Corangamite network and Portland/Hamilton network.

The School Focused Youth Service Coordinator will develop and maintain relationships with relevant network, school and community-based program staff. The Coordinator will work with a broad range of stakeholders in the development and delivery of early intervention programs that re-engage and/or strengthen young people's ability to complete their education.

Regular visits to the non-based area and working from the Brophy site in that area will be expected to ensure the whole region is adequately supported. Therefore, the Coordinator is required to work both autonomously and as part of a broader team.

The School Focused Youth Service Coordinator is expected to actively participate in and contribute to program planning, delivery and evaluation. The Coordinator is also expected to take part in annual improvement activities, regional staff meetings and other organisational activities as directed.

REPORTS TO

The position reports to and is supervised by the Manager – School and Community Programs.

KEY RESPONSIBILITIES

Personal and Professional

- Attend and participate in regional state-wide School Focused Youth Service meetings.
- Demonstrate a commitment to ongoing skill development and training relevant to the role both personally and professionally.
- Participate in supervision, secondary consultation within scope of practice and professional development as negotiated with Line Manager.
- Participate actively in team meetings, team planning days and agency activities to ensure an integrated approach to service delivery.

Technical Skills

- Deliver the School Focused Youth Service program in accordance with DET program guidelines, service agreement and funding requirements.
- Develop engagement opportunities with young people using a variety of strategies and methods.
- Develop programs /projects that provide effective service delivery to young people at risk of early school leaving
- Ensure programs developed reflect an understanding of the social, educational, emotional and psychological factors, which contribute to students being at risk of not achieving educational outcomes.
- Support program delivery by using early intervention frameworks / models, and ensure knowledge is up to date.
- Undertake research and program evaluation to meet best practice and program requirements.
- Ensure you have access to and comply with legislation, standards, policies, practices and procedures relevant to the program area.
- Ensure a professional standard of care and service provision according to the philosophy of Brophy Family and Youth Services.

Customer Service

- Promote the program's services and the Agency throughout the region.
- Develop and maintain effective working relationships with a broad range of stakeholders and services, across a variety of sectors to ensure an integrated and collaborative approach that supports positive client outcomes.
- Demonstrate an awareness and practice in response to the diverse needs of clients.
- Demonstrate an understanding of rural communities and the issues they face.

Continuous Quality Improvement

- Seek regular consumer feedback regarding the effectiveness of the programs services as part of BFYS Clinical Governance Framework.
- Participate in program evaluation activities that promote advantaged thinking and contribute to improved outcomes for clients.
- Participate in and contribute to BFYS quality improvement processes and other activities to meet service and accreditation standards.

Team Work and Communication

- Support a positive team approach across the program area, Agency and with other service providers and partners.
- Manage conflict and disputes in a professional manner and in accordance with Brophy policy and procedures.

- Promote effective team communication and development by working professionally and co-operatively with all stakeholders to achieve the Agency's objectives.
- Participate in the development of consumer participation activities within your team and Agency.
- Undertake other appropriate duties as directed by the Line Manager.

Administration and Documentation

- Take responsibility for accurate, confidential and timely case-noting, record keeping, filing and general maintenance of client information, in accordance with relevant program and agency requirements and standards.
- Ensure all relevant program planning, documentation; evaluation and reporting are completed in a timely and accurate manner.
- Ensure all relevant policies and procedures are implemented and adhered to, including the complaints handling procedures and methods for responding to critical incidents.

GENERAL RESPONSIBILITIES

- Adhere to Brophy's Employee Code of Conduct, and internal policies and procedures.
- Actively participate in all required supervision, annual performance management process, professional development and training activities.
- Participate in and contribute to Brophy Family and Youth Services quality improvement process and other activities to meet service and accreditation standards.
- Participate and contribute to the culture of a Learning Organisation environment.
- Maintain a healthy and safe work environment including supporting the monitoring and management of risk and WHS systems.
- Participation in the development of consumer's participation activities within your program and Brophy.
- Demonstrate and commit to Brophy's organisational values and model these on a daily basis.

This position description describes in general terms the requirements for this position to operate on a normal day to day basis. However, these duties maybe amended or varied from time to time, within the normal capacity of the role without changing the level of responsibility.

KEY SELECTION CRITERIA

Qualifications:

- A minimum qualification of a sector recognised and accredited Bachelor of Social Work or Diploma in Community Welfare Work, Bachelor of Education or equivalent. (Qualifications must be approved by recognised professional bodies: ie. AASW, Community Services Council, APS etc.)
- A current Drivers Licence.

Experience, Skills and Abilities

The successful candidate will have the best combination of the following characteristics:

- Demonstrate an understanding of the factors which contribute to young people being at risk of not completing their education.
- Demonstrated experience in developing, implementing and evaluating programs or projects that address risk factors for young people at risk of early school leaving.
- Demonstrate a working knowledge of early intervention frameworks or models.

- Experience in developing networks and/or partnerships including; education sector, health, welfare, government and non-government organisations and community groups.
- Experience in service mapping, needs analysis, and use of regional data to inform planning.
- Demonstrated knowledge and understanding of appropriate legislation relevant to the role, case management practice, and the ability to adhere to policy and procedures.
- Excellent communication and interpersonal skills including the ability to demonstrate experience in liaising with a diverse range of clients.
- Ability to maintain positive, effective working relationships with colleagues, peers, and relevant stakeholders in a wide range of government, business and community organisations.
- Ability to use Microsoft office suite of products, along with experience in electronic databases and case file noting.

AUTHORISED BY

NAME: Kathy Sanderson
 POSITION: Executive Manager – Youth Services
 DATE: January 2020

ACCEPTED BY INCUMBENT

NAME: _____
 SIGNED: _____
 DATE: ____/____/____