

Position Description

Role:	Youth Worker
Level:	GS 4
Program:	Galilee School
Division:	Galilee School
Reporting Relationship:	Head of Student Support

Position Statement:

Galilee School is a trauma informed environment and as such, this position is required to support and regulate young people from complex and diverse backgrounds both in and out of class times.

This role has a strong focus on supporting students to maintain engagement in their day-to-day studies and activities in conjunction with their Individual Learning Plan and Positive Behaviour Support plan.

Employees at this level are expected to have high levels of autonomy and often need to manage complex situations. Their qualifications and in-depth experience allow them to provide specialised advice within the Youth Work field. They possess a strong understanding of relevant policies related to young people, programs and activities.

Duties & Responsibilities

Position Specific

- Act as a representative for the organisation at all times by adhering to the vision, mission and philosophy of the organisation
- Provide individualised support to young people attending Galilee School in alignment with the Student Support Framework
- Maintain the daily attendance record of students
- Assist the Head of Student Support to coordinate, and where relevant, participate in case conferences and meetings with students, families and other agencies
- Provide support to the school team in implementing and reviewing students' Individual Learning Plans
- Guide and participate in the process for the development of a student's Positive Behaviour Support Plan and assist with the implementation, monitoring and review processes
- Work proactively to support students to engage positively in the learning program and activities of the school
- Under the direction of the Head of Student Support, work proactively to maximise young people's attendance and engagement at the school
- Actively participate as a member of the team and contribute to the effective development and implementation of programs and activities for the students
- Provide case management for assigned students including making referrals, letters of support for assigned students and other wrap around supports as needed

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- Maintain confidential records
- Participate in Galilee School’s staff meetings, professional development days and other organisational meetings where required
- Assist in the transportation of students in support of their attendance at school and in support of the school’s academic and social and emotional program
- Other duties as directed within the scope of the role

Values

- **Actively display the values of Communities at Work:**
 - **Integrity** – upholds the highest standards of integrity in our actions
 - **Respect for all** – respect everyone and value difference and diversity
 - **Progressive** – be adaptive and agile with a proactive response to change and progress
 - **Quality and Innovation** – be committed to excellent service delivery and continuous quality improvement
 - **Sustainability** – ensure our services are relevant and appropriate as we build capacity for a sustainable future

Workplace Compliance:

- Understands and supports the Communities at Work Purpose and Mission
- Maintain appropriate professional codes of ethics and work standards
- Comply with Communities at Work policies and procedures
- Work within WHS guidelines and promote safe work practices
- Compliance with Cyber Security and Privacy policies
- Demonstrate a sound working knowledge of the relevant legislation and regulations
- Participate and cooperate with any internal or external audit requirements
- Is responsive to changes in client needs, manages client expectations and provides a courteous and professional service to clients
- Compliance with Mandatory Reporting and Reportable Conduct requirements

Team Work:

- Builds and sustains positive relationships with team members and clients
- Works collaboratively and is an effective team member
- Understands and responds to different communication styles, and treats people with respect and courtesy
- Identifies learning opportunities and understands constructive feedback

Selection Criteria

Essential

- Maintain current “Working With Vulnerable People” registration
- Bachelor, Diploma or Certificate IV in Youth Work or equivalent qualification and experience
- A passion and drive and demonstrated experience in working with vulnerable, “at-risk” and disadvantaged youth

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- Demonstrated experience and skills in conflict resolution and an ability to build influential and supportive relationships with young people and their families
- Well-developed communication skills (both oral and written), including liaison, negotiation, motivational, case planning, reporting and the development and delivery of youth focussed programs
- An understanding of the role of a young person’s Individual Learning Plan and how this is best supported by the role of the Youth Worker
- The ability to understand and implement strategies agreed upon in a student’s Positive Behaviour Support Plan
- Possess high level organisational, planning and time management skills. Demonstrated ability to work independently and as part of a close team
- The ability to participate in physical demonstration of tasks and physical activities as well as exposure to environments and varying terrains
- Willingness to adhere to, and work within, the strategic vision, direction, and philosophy of Communities at Work Galilee School
- Relevant qualifications and experience in Youth Work
- Current driver’s license and be able to drive vehicles with both manual and automatic transmissions
- Mental Health First Aid Training (or able to obtain)

Desirable

- Understanding and experience in trauma informed practice
- Understanding and experience in restorative practice
- Training and experience in facilitating relevant programs

I have read and understood the position statement, duties & responsibilities and expectations set forth in the position description provided for the position.

Acknowledgment by the incumbent:	
Signature:	
Date:	

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