



Position Description

Position Title:	School Focused Youth Service Coordinator	Approval Date:	December 2020
Authorised By:	CEO	Review Date:	December 2021

Our Vision People in our communities enjoy better and longer lives

Our Role We work in partnership with other health and wellbeing services to enhance the health of our communities in Whitehorse and Nillumbik by meeting additional needs that no one else does in the segments we service, whilst prioritising access for those who need it most and we also work with partners to address the root causes of vulnerability.

Our Key Business Segments

- Helping people with a long term physical or mental health condition to live better
- Providing services and supports to people with disability
- Helping older people stay at home longer
- Providing integrated services and supports for children and youth
- Delivering public and private dental services
- Addressing the root causes of vulnerability

Our People People aspire to work with us and contribute to our business and community. We are committed to building a culture that embodies our values and is driven by providing high quality services, supports and experiences.

POSITION OVERVIEW

Job Purpose	The School Focused Youth Service (SFYS) Coordinator is accountable for strengthening the engagement of students in Grade 5 to Year 12 who are attending school but are vulnerable to or showing signs of disengagement from school.
Duties and Responsibilities	This will be achieved by: <ul style="list-style-type: none"> • Creating partnerships and pathways between schools and community organisations to support at risk young people • Coordinating the provision of community based services and programs in partnership with schools and community agencies to support schools to address the needs of at risk young people.

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	<ul style="list-style-type: none"> • Identifying and prioritising the collaborative development of interventions targeted towards supporting students at risk of disengagement. • Organising support networks that build the capacity of key school staff to support these students. • linking key school staff, community workers and parents with appropriate programs, support options and resources • The Co-ordinator will ensure that SFYS Program delivery is part of an integrated suite of youth services provided by Nillumbik Health and will work closely with the Youth Team to achieve an integrated approach • Other duties as required
<p>Qualifications</p>	<p>Tertiary level qualification in Social Work, Youth Work or Education or relevant discipline</p>
<p>Key Selection Criteria (Skills, Experience and Qualifications required)</p>	
<p>Mandatory (Essential criteria that the person must meet to perform in the role. Max 8)</p>	<ul style="list-style-type: none"> • Demonstrated understanding of the complexity of issues that exist for at risk young people. • Well-developed skills in program planning, review and evaluation. • Ability to manage program resources and flexible funding with program guidelines. • Highly developed interpersonal skills, including liaison, collaboration, negotiation and facilitation. • Strong verbal and written skills, including presentation to professionals, colleagues and program stakeholders. • Demonstrated ability to develop and maintain effective professional relationships with networks, ideally within the education and community sectors. • Ability to work independently, and ability to develop and take the lead with collaborative initiatives. • Ability to advocate on behalf of young people, the SFYS program. • An understanding of the Victorian Education System and an understanding of and insights into the cultural diversity of school settings. • Developed knowledge of youth support programs and resources. • Ability to establish and maintain effective administrative processes.

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<p>Desirable</p>	<ul style="list-style-type: none"> • Demonstrated proficient computer skills in MS Office applications (Word and Excel) • Experience working in community/public health or community based setting.
<p>KPIs/Performance Goals</p> <p>(List level of performance expected from the employee. Should tie back to Organisational Strategic Goals)</p> <p>All KPI's/Performance Goals will be discussed at regular supervision sessions to ensure employees have the support and resources to meet these goals</p>	<p>Communication</p> <ul style="list-style-type: none"> • Demonstrated ability to communicate with a variety of audiences using both oral and written means of communication. • Ability to establish, participate and utilise appropriate networks which support relationship development <p>Teamwork</p> <ul style="list-style-type: none"> • Demonstrated ability to working as an individual and as a member of a team • Demonstrated willingness to model the values of Nillumbik Health and to assist other team members when required. <p>Problem Solving</p> <ul style="list-style-type: none"> • Demonstrated willingness to suggest and initiate solutions to challenges or identified problems. • Demonstrated willingness and ability to work with organisations and schools to find strategies to solve problems. <p>Self-management</p> <ul style="list-style-type: none"> • Past experience in evaluating and monitoring own performance • Willingness to take responsibility for managing own workload <p>Planning and Organisation</p> <ul style="list-style-type: none"> • Experience in managing own time and setting priorities. • Willingness to coordinate individual work tasks with other members of the team. <p>Learning</p> <ul style="list-style-type: none"> • Taking responsibility for staying up to date with evidence based practice. • Willingness to contribute to the learning community in the workplace by sharing own skills and knowledge with others.

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	<ul style="list-style-type: none"> Showing enthusiasm for ongoing learning and being open to new ideas and techniques Willingness to invest time and effort in learning new skills. <p>Initiative and Enterprise</p> <ul style="list-style-type: none"> Demonstrated willingness to adapt changes in work practices. Demonstrated ability to think laterally and generate options for consideration. 	
Service/Program	Counselling	
Reports	Job reports to ...	Direct reports ...
	Team Leader - Counselling	Nil
Award/EBA	Social and Community Services Award	
Classification	Community Development Worker, Class 3. Year level dependant on skills and experience	

Terms and Conditions	Status	Full time <input type="checkbox"/>
	(To check boxes, refer to "Guidelines-Check Boxes-2010)	Part time <input checked="" type="checkbox"/>
		Casual <input type="checkbox"/>
		Volunteer <input type="checkbox"/>
	Length of Term	<u>10 Months (Feb – Dec 2021)</u>
EFT	<u>0.8 EFT</u>	

Position Specification

Requirements:

- A Police Record Check is required for all roles
- A Working with Children Check, other credentials and role specific requirements (such as NDIS) and checks (such as Disability Worker Exclusion Scheme checks) will be required in accordance with government funding requirements and legislation.
- All employees must provide 4 forms of identification upon commencement.
- All employees must be permanent residents of Australia or hold a current, valid visa.
- A current Victorian Driver's Licence (where driving is a component of the role)
- A probationary period of 6 months applies unless otherwise stipulated.
- All employees must abide by the organisations Policies & Procedures.
- All employees may be required to work across any of the organisations sites.
- All employees are required to take reasonable care for their own health and safety and that of other employees who may be affected by their conduct.



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MANAGER DECLARATION

This role reports to me and I confirm I have read and understood the Compliance Checks Procedure and that in addition to the Police Check requirements, the following requirements are required as part of ongoing employment to this role:

WWCC	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
DWES	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
NDIS	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Credentials/Registration	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Other _____

EMPLOYEE DECLARATION

- i. I acknowledge that I have read and understood the requirements of the position as detailed above.
- ii. Do you have any pre-existing injuries or conditions that could reasonably be expected to be affected by the nature of the proposed employment?

Pre-existing injury/condition? Yes No

If yes, please provide details: _____

Failure to make such a disclosure, or the making of a false disclosure, will result in Sections 82(8) of The Accident Compensation Act 1985 applying. Section 82(8) of the Act provides that where a recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing injury or disease arises out of or in the course or due to the nature of employment with a company, it will not entitle the worker to compensation.

The disclosure of information on a pre-existing injury or disease will not impact on the recruitment process in any way. Nillumbik Community Health Service Ltd is an Equal Opportunity Employer.

Signed (employee): _____ **Date:** _____