

## ***Youth Pathways School Liaison Officer***

**Footscray Office (full time)**

### **Organisation:**

WCIG Inc. is a community based not for profit, incorporated association committed to making practical responses to unemployment in the western and inner eastern region of Melbourne. WCIG's Mission Statement is "Creating Partnerships for Employment". We work in partnership with the community, each other, service users and government.

In carrying out our day to day work WCIG management and staff aspire to:

- Relationships that embrace dignity, community and mutual respect
- Optimism that is lived out in positive attitudes about people and expectations of success and growth
- Innovation including creativity, responsiveness, risk taking and flexibility
- Diversity that acknowledges differences and appreciates the diverse needs and skills of each person/individual and group
- Advocacy that makes the organization socially pro-active for the disadvantaged
- Staff who are professional, with high morale and committed to the organization and to their own development

WCIG currently manages the following projects:

- ◆ Disability Employment Services
- ◆ Job Network Services
- ◆ Young Peoples Programmes
- ◆ Personal Support Programme
- ◆ Onsite Employment Support
- ◆ Australian Apprenticeship Access Program
- ◆ Training Services
- ◆ Managed Individual Pathways

The Youth Pathways is an initiative of the Commonwealth Government through the Department of Education, Employment and Workplace (DEEWR). The objectives of the program are to:

Assist the most at-risk people make a successful transition through to completion of year 12 (or its equivalent) and ultimately, to further education, training or employment and active participation in the community.

**Position:** School Liaison Officer

**Project:** Youth Pathways

**Location:** Footscray office (Note that you may be required to work at any other current of future WCIG service sites)

## **Position Objective:**

Youth Pathways aims to assist young people aged between 13- 19 who are most at risk of not making a successful transition to reach their full potential by keeping them engaged or re-engaging them with education or training.

## **Accountability:**

All WCIG staff are responsible to a Manager, who is responsible to the Committee of Management. This position reports to the project Co-ordinator and the Manager- Young People's Programs.

## **Key Duties and Responsibilities**

### Operations

- Provide case management services to a high caseload of young people who are most at risk of not making a successful transition. A majority of these students will be serviced within school settings
- Conduct an initial assessment of the participant to confirm eligibility; assess needs and develop strategies to assist the participant to overcome barriers
- Provide a minimum level of seven hours of face to face support to each young participant
- Provide ongoing fortnightly contact with all participants throughout the funding period to ensure that they remain on track
- In conjunction with the participant, implement and complete an individually appropriate Transition Plan, which addresses the participant's barriers and sets out the strategies to overcome these barriers.
- Provide assistance to participants which may include; motivation, advocacy, counselling, mentoring and skill development
- Where appropriate, service young participants in a group settings
- Where appropriate, refer clients to relevant support services, preferably in their local community. This may include youth suicide or drug and alcohol services
- Ensure that weekly, fortnightly and monthly school visits are organized and timetabled with each school. The frequency of meeting will depend on participant numbers
- Ensure that all Centrelink referrals are followed up and provided with appropriate levels of support and assistance
- Attend necessary network meetings, which primarily focus on youth services
- Ensure that all targets and outcomes are achieved. This involves fully servicing caseloads, meeting milestone requirements and compliance with other contractual arrangements.

### Information

- Confidential participant records are maintained
- Maintain records substantiating the eligibility of each participant;
- Maintain a record of the assistance provided to each eligible participant, including the initial assessment, assistance provided that is consistent with individual needs, ongoing support and guidance and outcomes achieved;
- Ensure that record details of eligible participants and assistance provided to participants is entered onto Transit within 10 working days
- Provide periodic performance reports on a regular basis
- Ensure that all stakeholder data including details of contacts and rating of the effectiveness of the relationship/ partnership is registered on Transit

- Ensure that Transit data accurately reflects the level and type of assistance provided to participants
- Ensure that the initial assessment and a copy of tools used to assess the young person's needs are maintained on hard files
- Evidence of achievements for each eligible participant are maintained and registered on Transit
- Ensure that reports are completed and submitted to YP Co-ordinator

### Relationships

- Co-operative working relationships are maintained with school staff in particular with Welfare, Careers and MIPS Officers as well as Principals and Vice Principals
- Ensure that co-operative relationships are maintained with other teams, other Divisions and staff within WCIG
- Co-operative working relationships with relevant stakeholders and community groups
- Links are built with schools and students to ensure the service responds to their needs

### Compliance with Laws and Government policy

- Ensure that services are conducted free from any sexual harassment and any unlawful discrimination which contravenes the:
  - Commonwealth Racial Discrimination Act 1975
  - Commonwealth Sex Discrimination Act 1984
  - Disability Discrimination Act 1992
- Ensure services are conducted in compliance with relevant sections of the:
  - Privacy Act 1988
  - Crimes Act 1914
  - Freedom of Information Act 1982

### **Selection Criteria**

- Relevant tertiary qualification and/or extensive case management experience
- Previous experience working with a high caseload of young people who are most at risk and have multiple barriers
- Previous experience in the education services or similar field
- Ability to achieve outcomes and targets
- Ability to work in a high pressure environment
- Ability to work in a multidisciplinary team environment
- Ability to organise and manage own workload
- Ability to work effectively with students and school staff
- Ability to manage caseload and ensure adequate levels of assistance is provided to each YP participant
- Ability to work with staff across WCIG

## Relevant Knowledge and Experience

- Demonstrated capacity to implement WCIG's Values
- Ability to work in an environment of substantial organisational change
- Sensitivity to the cultural diversity of the region and its implications for the delivery of appropriate programs.
- Knowledge of the Youth Pathways and an understanding of what is required to make it work effectively
- Demonstrated experience and knowledge of the Secondary School system

## OH&S

All WCIG employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety. All employees are responsible for their own safety and that of fellow employees. All employees must:

- Report unsafe or unhealthy work practices to coordinators
- Comply with WCIG OH&S policies and procedures and to follow directions given by coordinators or the OH&S officer in relation to safe work practices.

## Conditions of Employment:

**Conditions:** As per the Community Employment, Training and Support Services Award 1999 & the WCIG Enterprise Agreement 2005

**Award Class:** Training & Placement Officer Grade 2

**Salary Range:** Salary Package equivalent to: \$52, 016.23 to \$59, 783.72  
(including 9% superannuation and salary packaging arrangements \*)  
Base Salary: \$42,017.63 to \$47,800.81

\* Due to WCIG's Public Benevolent Institution (PBI) status, WCIG receive concessional fringe benefit tax treatment and can therefore pass on these benefits to staff. The above equivalent salary package is currently correct, according to current tax legislation.

Starting salary dependent on relevant qualifications and experience.

**Time Fraction:** Full Time

**Probation:** A probation period of three months will apply for this position.

**Police Checks:** The successful applicant must consent to a Police Record check; confirmation of employment with WCIG is subject to a satisfactory outcome of the Police Record check.

## Position dependant on funding:

*This position is funded through to the 31<sup>st</sup> December 2009 and continuation at the current level is therefore dependent on the ongoing availability of this funding.*

**Important Notes:**

- *Employees may need to use their personal vehicle in connection with their employment with WCIG Inc.*
- *Westgate Community Initiatives Group Inc. is an Equal Opportunity Employer and encourages people with a disability to apply.*
- *Westgate Community Initiatives Group Inc. acknowledges & respects the privacy of individuals & handles personal information in compliance with National Privacy Principles. Your personal information will be destroyed when no longer required.*
- *Employees are expected to attend a two day bi-annual Staff Conference, which includes one day of a weekend. Staff are compensated for their time in attending the conference, which they are not usually required to work. This does not include times outside of conference sessions.*

Applications **must address the key selection criteria** and should be sent to:

Mary Stojanovska  
Co-ordinator  
WCIG  
Shop 2, 27-35 Clarke Street  
Sunshine 3020

**T:** (03) 9311 9411  
**F:** (03) 9311 8843  
**Email:** marys@wcig.org.au

**External Applications close:** COB Wednesday 3<sup>rd</sup> December 2008