

Position Description

Program or Function name:	School Focused Youth Services (SFYS)
Role Title:	SFYS Coordinator
Award Classification: (If relevant)	SCHCADS Level 5
Location:	Traralgon
Employment Status:	Max Term
Reports to:	Team Leader, SFYS

OzChild

Founded in 1851, OzChild support vulnerable children and young people by providing healing, preventing abuse and neglect, and strengthening families.

It is our goal to see that all children and young people are safe, respected, and nurtured, and reach their full potential.

Child Safety

We are committed to protecting children and young people from all forms of abuse, bullying, exploitation and neglect, and to creating environments in all our programs and services where children are safe and feel safe.

We are committed to listening to children and addressing any concerns they raise with us. OzChild will treat all allegations of child abuse very seriously. We will report all allegations in compliance with incident reporting, mandatory reporting and reportable conduct requirements.

All OzChild People are required to support this commitment to child safety, and to behave appropriately towards children at all times.

Role Purpose Summary

Through the School Focused Youth Service, the Victorian Government will provide funding to community agencies to assist Government, Independent and Catholic schools in their support for at risk young people between 10 – 18 years by:

- Developing services that create partnerships and pathways between schools and community organisations.
- Identifying a network of community agencies who can provide support to schools.
- Working with schools to identify their needs related to at risk young people.
- Identifying appropriate community partners to assist schools and work with young people.



- Developing sustainable partnerships between schools and community organisations.
- Coordinating the provision of community based services to support at risk young people.

The work of the School Focused Youth Service is driven by the needs of at risk young people and closely linked to schools and health and wellbeing services provided by the Department of Education and Training and the community. Regional Offices will be the key interface between School Focused Youth Service providers, schools and SSS networks.

The School Focused Youth Service will deliver projects that utilise a range of approaches which include short and long term responses to address identified needs and the coordination of community based responses to support young people identified as at risk of disengaging from education.

In doing so, the position will support the OzChild Way behaviours and accountabilities as follows:

- **We deliver evidence-based services:** Utilise your professional knowledge and skills to monitor, review, develop and maintain policy, procedure, practices and guidelines that supports the accurate and timely completion of processes and reporting to support our Service Delivery and Program Teams.
- **Our customers determine our success:** Support and continually develop and enhance networks within OzChild and the capability of our Service Delivery and Program Teams to support the effective delivery of high quality services to children and young people, their families and to carers/volunteers.
- **We deliver innovative solutions:** Engage others in the development of functional plans, tactics and activities to support innovation in services and achieve the desired outcomes articulated in the OzChild Strategic Plan.
- **We set each other up for success:** Support collaboration with internal and external stakeholders and directly support your team and the Service Delivery and Program Teams by providing the necessary guidance, development, and tools for people to achieve success in their roles.
- **I learn, adapt, grow, and embrace my cultural competence:** Demonstrate a willingness and energy for personal learning, adapt to and embrace change, and develop your cultural competence.

Position Specific Responsibilities

1. To drive and coordinate the School Focused Youth Services within the designated Local Government areas and in collaboration with key stakeholders.
2. To undertake the responsibilities of the position with direction and support from the lead agency and local Working Group.
3. To implement processes of community consultation, analysis of local service needs of young people at risk, mapping and evaluation of current service provision and partnership development between schools and agencies within the service areas.
4. To identify and build upon, currently effective collaborations and sources of support across school and community for:
 - Students at risk of disengaging from education.
 - Early school leavers
 - Socially disconnected / isolated young people
 - Young people living in challenging family settings
 - Young people with mental health issues



- Young people experiencing high absenteeism from school
 - Young people in out of home care or experiencing homelessness
 - Young people involved in criminal offending
5. To identify service gaps and priorities for improvement in service delivery.
 6. To develop additional partnerships between student / school support services and community welfare, health, youth and family services, as required, to meet local area needs. These linkages are to include protocols for referrals between collaborative partners, information exchange and to improve case coordination.
 7. To be an active partner in sharing of information, trends and initiatives within the SFYS team.

Key Job Relationships

Internal

- Management
- Staff
- Students

External

- Department of Education & Training
- Community organisations
- Other professionals

Qualifications

Essential

An appropriate tertiary qualification in Education, Social Work, Psychology, Community Services Work or a related discipline is essential.

Screening and Licences

- OzChild conduct interviews, reference checks and ensure the completion of satisfactory safety screening including National / International Police Check and Working with Children Checks relevant to the State or Territory that employment and undertaking of position occurs.
- Must be able to drive, provide and maintain a valid Drivers' Licence and have access to reliable transportation.

Skills and Experience

- Demonstrated well developed skills and substantial experience in community development and/or coordinated delivery of educational or support services to vulnerable young people.
- Demonstrated skills in working cooperatively and effectively with a range of professionals, including schools and agencies working with young people in service development and delivery.
- Demonstrated skills and understanding in the support of young people from groups designated as likely to be at risk.
- Highly developed communication and interpersonal skills, including the ability to apply these skills to improve supports for students.
- Excellent organisational and documentation skills.
- Experience in needs analysis and program evaluation.
- Highly developed standards of professional responsibility and commitment to enhancing opportunities for vulnerable young people.
- Ability to work well as a team member.



Mandatory Training

All employees of OzChild are required to complete Mandatory Training and Program Specific training upon commencement of employment and complete refresher training as required.

Organisational Responsibilities

- Demonstrated ability to work as part of, and contribute to, a person-centred team.
- Facilitate good working relationships with all services of OzChild, the clients, their families and other people significant to the client.
- Undertake all interactions with clients, families and co-workers in a culturally sensitive manner and take appropriate account of cultural and linguistic diversity.
- Attend client, employees related meetings, workshops, conferences and training as required.
- Ensure privacy and confidentiality are upheld at all times.
- Be familiar and comply with OzChild policies, procedures and other work instructions as updated from time to time.
- Represent OzChild and our services in a positive manner at forums, meetings and training with external agencies.
- Assist in the development of continuous improvement and service accountability initiatives as needed.

OzChild People Responsibilities

- Ensure compliance with OzChild's Code of Conduct, policies and procedures, and commitment to cultural awareness and child safety;
- Demonstrate commitment to diversity, respect differences and foster an environment and relationships that are safe, healthy, positive, supportive and free from all forms of harassment, bullying and discrimination;
- Participate in and complete all mandatory training, and participate in other training and development opportunities to ensure they have the necessary qualifications, skills, certificates and clearances to meet the requirements of their position;
- Embrace and utilise technology and new ways of working to enhance collaboration, effectiveness and outcomes;
- Ensure the safety and well-being of self and other;
- Work together as a team and encourage and support others within their team;
- Speak up, and making it clear when behaviour is unacceptable;
- Support those who are affected by breaches of policy or procedure and encouraging them to take action;
- Raise concerns and or complaints in a constructive manner, including identifying possible solutions.

Safety and Wellbeing Responsibilities

- Assume accountability for safety and wellbeing for self and others;
- Undertake all duties safely and in accordance with applicable policy, procedures and processes;



- Participate in safety and wellbeing consultative forums and contribute ideas to improving safety and wellbeing;
- Where appropriate, participate in workplace safety and wellbeing training, programs and initiatives;
- Report all work health and safety breaches, hazards and incidents, and assist with actions to reduce and eliminate risks.;
- Report any work related or non-work related injury or illness;
- Support return to work programs to facilitate safe and durable return to work for OzChild People, where possible, for both work related and non-work related Health Condition/s.

Responsibilities stated herein reflect the primary functions of this job and should not be construed as an exhaustive list of duties. They may vary or be amended from time to time without changing the roles level of responsibility.

I have read and understood the position description.

Team Member Name:

Team Member Signature:

Date:

Click here to enter a date.

