

	Position Title: TAC L2P Coordinator	Team: Child, Youth and Families	  
	Band: A	Salary: Stream 1, Level 4 - 5 depending on experience	Date: October 2021

OUR VISION AND PURPOSE	ROLE CONTEXT
<p>We believe children, young people and families should be safe, thriving and hopeful.</p> <p>Our Vision for 2022: Together we will courageously change lives and reimagine service systems.</p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporise our models of practice.</p> <p>We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.</p>	<p>The TAC L2P program is a supported driver education program for young people 16-23 years who reside in Latrobe City and who do not have access to the support and resources necessary to achieve the 120 hours of driving experience required as required under the new Graduated Licensing System in Victoria in order to obtain their probationary drivers licence. We're focused on outcomes that deliver more choice, connections and confidence in our travel, ensuring the whole transport network works as one to deliver better services and outcomes.</p> <p>The department is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds, including veterans, people who identify as Aboriginal and Torres Strait Islander, have a disability, are from varied cultural backgrounds and those who identify as LGBTI.</p> <p>The department provides workplace adjustments for applicants with disabilities.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p>We expect all staff to apply these Values in all aspects of their work.</p> <p>Courage: to never give up, maintain hope and advocate for a 'fair go'</p> <p>Integrity: to be true to our word</p> <p>Respect: to acknowledge each person's culture, traditions, identity, rights, needs and aspirations</p> <p>Accountability: to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used in the best possible way</p> <p>Working Together: to work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>	<ul style="list-style-type: none"> • To coordinate the TAC L2P Program in accordance with the requirements of the funding agreement and the organisation's policies and procedures. • Actively mentor TAC L2P clients to assist in achieving program targets. • Liaise with partner agencies. • Assist disadvantaged young people to get the support they need to get their license. • Advocate safe and lawful driving practice among younger drivers. • Recruit and train volunteers from the community to develop a positive mentoring relationship with young learner drivers. • Promote and encourage connectedness with the local community. • Document, implement and review operating procedures specific to the L2P Driver Education Program to provide an efficient and effective coordination and administration of the L2P Driver Education Program.
	REPORTING RELATIONSHIPS <p>This role is based at our Morwell Office, Gunaikurnai Country in Berry Street's South East Victoria Region. This role reports to the Team Leader Education and Youth Transitions Support who will provide supervision and review.</p>

EXPECTATIONS

- Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together within the principles of continuous improvement and occupational health and safety.
- Berry Street is committed to service delivery that prioritises diversity and inclusion. We aim to ensure every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality or religion.
- Berry Street is committed to being a child safe, child friendly and child empowering organisation. In everything we do we seek to protect children. We are committed to the cultural safety of Aboriginal and Torres Strait Islander children; children from culturally and/or linguistically diverse backgrounds; children with a disability; children who identify with a sexual and or gender minority identity.

KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE

- Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies.
- Demonstrated experience in project management, processes and systems and program promotion.
- Ability to work with a range of people from diverse backgrounds including an understanding of the principals of volunteering, and issues that young people experience.
- Establishing comprehensive and effective assessment, recruitment and selection systems for mentors and learners.
- Coordinating the provision of training programs for mentors required by the program.
- Ensuring that mentors and learners are appropriately matched.
- Team building skills so that the mentors and learners work well together.
- Ensuring learners and mentors follow standard processes and procedures.
- Providing sound performance feedback and support to mentors and learners.
- Maintaining effective communication among key program stakeholders.
- Demonstrated ability to engage with all sectors of the community including young people, families, schools, community organisations and local government.
- Demonstrated ability to work with a steering committee in program development, implementation and evaluation, and prepare reports as required.
- Demonstrated experience in engaging with young people.
- Clear understanding of the risk factors, which make young people vulnerable to disengagement from family, education, employment and community.

QUALIFICATIONS AND OTHER REQUIREMENTS

- A tertiary qualification in Social Work, Youth Work or relevant field.
- Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.
- Berry Street is categorised as an Authorised Provider and this position is considered authorised work and subject to mandatory Covid-19 vaccination requirements.

DESIRABLE

- Experience in driving, automotive and traffic sector.
- Experience in recruitment and management of mentors.
- Assessment skills to identify eligibility for access to the program.
- Strong conflict management and negotiation skills.
- Group facilitation.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Direct Service Delivery	<ul style="list-style-type: none"> • Provide young people with information about the program and assess applicants for eligibility to participate. • Assist young people to engage to develop their driving and associated skills. • Mentor and train young people within the program. • Actively assist in achieving program targets. • Follow all program policy and procedures. • Maintain best practice standards. • Coordination of the TAC L2P Steering Committee that consists of the LGA representatives and strategically identified parties. • Identify 'value adding' programs that will enhance driver education and future safety to participants. • Operate in accordance with the funding agreement provided by the funding body including all relevant policies and requirements. • Manage recruitment, screening and matching of volunteer mentors and learners. • Identify, manage and resolve any program issues or complaints. • L2P program financial management. • Manage the L2P vehicles including overseeing car bookings, monitoring the program mobile phone for of out of hours incidents (if applicable), managing incident reporting and vehicle maintenance.
Administration	<ul style="list-style-type: none"> • Provide regular reports in an agreed format. • Complete reporting to the funding body as set out in the funding agreement, including completing an annual report and annual application for continued funding. • Participate in relevant organisation and community meetings. • Maintain up to date records. • Provide statistical data as requested.
Program Development	<ul style="list-style-type: none"> • Work with partners, community groups and local councils. • Establish and lead a program steering committee. • Promotion to community group and interested parties for recruitment of mentors to the program. • Work with other service providers to ensure positive linkages for young people. • Participate in the ongoing evaluation of the project. • Promote the program to community organisations and interested groups to recruit mentors. • Maintaining effective communication among key program stakeholders.
Other	<ul style="list-style-type: none"> • Other duties as required.



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Young People, Families
& Their Future.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Regular
	Be exposed to all outdoor weather conditions.	Regular
	Work in unstructured environments (e.g. outreach, working from home).	Regular
	Work office hours with the possibility of extended hours.	Regular
	Work on-call after hours.	Regular
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey.	Regular
	Sit at a computer or in meetings for extended periods.	Daily
	Work in an environment with competing demands.	Daily
	Present at court and other jurisdictions.	Occasional
People Contact	Liaise with government, non-government and community organisations.	Daily
	Work with clients who may have a physical or sensory disability.	Regular
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regular
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regular
	Facilitate access to specialist, generic and community services.	Daily
	Undertake training and professional development activities.	Regular
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular
	Drive vehicles with possible distractions from client behaviour, verbal or physical.	Occasional