

POSITION: Alumni, Pathways and Transitions Youth Worker

REPORTS TO: Alumni, Pathways and Transition Co-ordinator

LOCATED: Hester Hornbrook Academy – Multi Campus locations

- Bourke Street City,
- High Street Prahran,
- Harvester Road Sunshine

DATE UPDATED: November 2021

ORGANISATIONAL ENVIRONMENT

The Hester Hornbrook Academy (HHA) provides flexible education and learning options, including VCAL (Victorian Certificate of Applied Learning) and VETiS (Vocational Education and Training in Schools). Recognising that mainstream education is not suitable for all young people, our programs are driven by the personal pursuits of students and integrate wellbeing and life skills approaches. Teachers and Youth workers work together to support students. We have classes and outreach learning options for students who are young parents, out of home care, experiencing homelessness, or who have been disengaged from mainstream education.

Our Healing Oriented Framework guides us in our trauma informed knowledge to enhance trauma responsiveness across all programs and deepens the capacity of teams and services in complex environments to provide healing oriented care.

JOB CONTEXT

Each HHA classroom is supported by a team comprised of a VCAL/VETiS teacher and Youth Worker. The classroom team collaborates to provide a safe, respectful and productive learning environment. The team works in partnership with the students to understand and address the barriers to learning, to set and achieve academic, pathway and other life goals. The teacher and youth worker bring different and overlapping skills and experience to the classroom to provide a holistic response to the students' educational needs.

JOB PURPOSE

The Alumni, Pathways and Transition Youth Worker role is a key member of the Careers, Pathways and Transitions Team. The role is primarily responsible for supporting previous HHA students via the Alumni Program. The Careers, Pathways and Transitions team hold a shared responsibility for organising and implementing an integrated Careers and Pathways instructional program in accordance with curriculum and registration requirements.

This role will also be responsible for providing support, advocacy and guidance to students who are close to graduating or exiting to ensure a successful post-secondary transition and engagement in the Alumni program. This role will include outreach and holistic case management.

JOB OBJECTIVES

Duties of this role may include but are not limited to the following:

- Provide flexible and holistic evidence-based case work/and or coordination to young people with outreach support that promotes educational, social and emotional development.
- Providing education & pathway support for young who have exited the Hester Hornbrook Academy.
- Apply, navigate and understand the current and relevant education and employment opportunities for young people.
- Support young people to access appropriate community services, wellbeing support and/or alternative education pathways as required.
- Support the daily operations of the Alumni program, including individual education support, wellbeing support, scholarships applications and development of the Alumni strategy.
- Develop and facilitate events and engagement opportunities for Alumni members
- Assist in the growth and development of new and existing initiatives of the Alumni Program.
- Actively promote Hester Hornbrook Academy at network meetings, forums and amongst key stakeholders.
- Work within the required funding framework and program guidelines.
- Accurately complete and maintain all necessary records, data and reports in accordance with the funding contracts and best practice guidelines.
- Maintaining accurate records on the HHA Student Management Systems including: regular wellbeing case noting and prepare/ contribute to reports (including NCCD) as required.
- Participate in regular supervision, whole school and campus meetings, the performance review processes, professional learning and a culture of continuous review, improvement of student learning outcomes and achievement of the HHA Strategic Plan (SP) and Annual Implementation Plans (AIP).
- Ensure that all Child Safe, risk management and HHA documentation is adhered to.
- Provide classroom youth work support and ETT program support where required.

KEY RELATIONSHIPS

This position may have relationships with a diverse range of HHA and MCM employees, external service providers, organisations and stakeholders within the community, with the view to providing the most appropriate and effective services and supports to the people they support. Examples of key relationships are detailed in the following table:

Internal Relationships	<ul style="list-style-type: none"> • Employees from the HHA team (e.g. Youth Workers & VCAL/VETis Teachers) • Employees from the Education, Training & Transitions team • Employees from the Homelessness, Justice & Family Services division
External Relationships	<ul style="list-style-type: none"> • Education Partners • Education and Employment Networks • Relevant community services providers • Student's communities.

KEY SELECTION CRITERIA

Essential:

1. Formal qualification in youth work, career education or a related discipline, and/or experience in the community services/education sector, working with young people with complex needs.
2. Demonstrated understanding of the barriers to accessing employment, education &/or training and ability to deliver engaging and effective education in this context.
3. Demonstrated ability to provide outreach and case management to post-secondary school students.
4. Experience working with young people, LGBTQI young people and young people from diverse cultural backgrounds who have existing barriers to engaging in education.
5. An understanding of trauma-informed practice, restorative justice principles and the necessary skills to engage young people with multiple and complex needs.
6. Demonstrated capacity to work flexibly and collaboratively, with the ability to manage competing demands.
7. Understanding of relevant legislation, including Child Safe Standards as they are relevant to a Senior Secondary School setting.
8. Satisfactory completion of safety screening including a current Working with Children's Check, National Police Check, International Police Check (if required), a current Driver Licence and the right to work in Australia.

OCCUPATIONAL HEALTH & SAFETY REQUIREMENTS

HHA/MCM's strategy is to create a working environment in which we have zero tolerance for compromised worker safety. As an employer we endeavour to provide a working environment that

is safe for all employees and clients and adheres to Occupational Health & Safety regulations as an employer.

As an employee, you also have Occupational Health & Safety responsibilities as follows:

- To comply with all HHA/MCM policies related to Occupational Health and Safety in the workplace.
- Take reasonable care of your own health and safety in addition to the health and safety of your colleagues and clients who may be affected by your acts or omissions in the workplace.

LEADERSHIP CAPABILITY FRAMEWORK

In addition to the key selection criteria, applicants should be able to demonstrate the following attributes:

KEY AREA	BEHAVIOURAL CAPABILITIES
PARTNERSHIPS	Collaboration & Cooperation Seeks to find the right solution for all. Stays connected and works together with colleagues and customers to achieve great things.
PARTNERSHIPS	Influence & Persuasion Delivers a compelling message to gain support for ideas or projects. Acts to influence outcomes for the benefit of the people we work with.
PARTNERSHIPS	Credibility & Integrity Establishes credibility and trust in the eyes of clients, colleagues, regulators, funders and partners. Is recognised as being principled and as having expertise as a leader.
REPUTATION	Provable Results Is accountable. Delivers measurable outcomes. Driven and energetic; striving to meet targets and quality outputs for customers and colleagues.
REPUTATION	Disrupting Disadvantage Promotes fairness and seeks to provide added advantage and opportunity to those who would normally be disadvantaged.
PEOPLE	Resilience & Bounce Back Deals effectively with unexpected challenges and adversity. Quickly recovers to take a positive stance to set backs and disappointments.
PEOPLE	Builds Capability & Realises Potential Plays an active role in their own and others' development. Encourages and inspires others to realise ambitions and potential.
PEOPLE	Safety First Always puts safety first. Creates a safe, healthy and caring workplace that is expressed in all operational activities and interactions with others.

OUR VALUES

Employees are expected to commit to and demonstrate HHA/MCM's values:

TOGETHER	We are inclusive and accepting of difference.
	We work in highly effective teams and our people are connected across our organisation.
	We engage proactively with others to deliver outcomes.
COURAGEOUS	We speak up constructively in line with our convictions.
	We pursue our goals with determination.
	We are passionate about our advocacy role.
CURIOUS	We are inquisitive and ask why.
	We challenge the status quo.
	We actively explore the alternatives.
OPEN	We are transparent and have genuine, honest interactions.
	We listen and hear people's voices.
	We value and respect the autonomy of clients.
	We trust one another.
ACCOUNTABLE	We act safely in all our interactions.
	We manage within our financial and resource boundaries.
	We own our outcomes and decisions.
	We are proud of the work that we do.