

Position Description

Position title	Education Support Worker – Outreach (.6 EFT)
Program/Unit	MacKillop Education, Hamilton VIC
Classification	Education Support Category C- VCMEA
Position reports to	Education Programs Co-ordinator, Education Programs Metro

Organisational context

Established in 1997, MacKillop Family Services (MacKillop) strives to ensure all families are supported to provide children with a safe and permanent home, and the best possible start to their lives.

Continuing the child and family welfare programs of our three founding agencies – the Sisters of Mercy, the Sisters of St Joseph and the Christian Brothers – we provide early intervention programs to support the most vulnerable families, and provide education, disability support, home-based care and out of home care for vulnerable children and young people in Victoria, New South Wales and Western Australia.

MacKillop has almost 1,500 staff, operating out of more than 50 sites, and has forecast annual revenue for the 2021/22 financial year of over \$150 million.

Like our founders, we are deeply committed to our work, and are driven by social justice. We believe every child should be protected from abuse, neglect and exploitation, and are a child-safe organisation that is committed to protecting and advocating for the best interests of children and families across all our programs.

Our work is underpinned by our values, and by a deep understanding of the impact of trauma, informed by the Sanctuary Model. Sanctuary is a blueprint for organisational change, which supports organisations to provide a safe, non-violent environment for people affected by trauma. It also supports staff and carers to form communities that are safe and caring, and to maintain a culture that reflects these qualities at every level within the organisation. MacKillop is the only licensed provider of training in the Sanctuary Model in Australia.

MacKillop is deeply committed to promoting diversity. Our diversity encompasses differences in ethnicity, gender, language, age, sexual orientation, religion, socio-economic status, physical and mental ability, thinking styles, experience, and education. We believe that the wide array of perspectives that results from such diversity makes us more creative, flexible, accessible and productive.

Our purpose

MacKillop Family Services continues our founders' passionate commitment to social justice – to work for the rights of children, young people and families to be safe, to learn, feel nurtured and connected to culture. We provide high quality services to promote healing from trauma and loss, and to enable hopeful futures.

MacKillop Family Services will care compassionately, respond large-heartedly and advocate courageously.

Our vision

Children, young people and families are welcomed and supported by MacKillop to be empowered and thrive.

Our values

We commit to the following five foundational values which we continue to embed in the culture of our organisation and practice:

JUSTICE. We believe in the right of all people to experience respect and to have access to quality services irrespective of sex, race, ethnicity, culture, language, religion, marital status, disability, sexuality or age. We advocate for inclusiveness and social justice in the wider community and commit to these principles across our organisation and all services we provide. ***We believe in the right of all people to be treated justly and fairly.***

HOPE. We commit to creating positive and hopeful relationships where people find meaning in their experiences and relationships and are able to learn, explore their strengths and create possibilities for growth and change. ***We seek to foster hope that assists people to find meaning.***

COLLABORATION. In our work with individuals, families and other organisations and groups, we commit to working in a collaborative spirit through cooperation, coordination, partnership and empowerment. ***We commit to working in a collaborative spirit through cooperation, coordination, partnership and empowerment.***

COMPASSION. Compassion is an attitude of the heart, an expression of our shared humanity and a deep desire to alleviate another's suffering. We commit to creating an attitude of openness to others and to their circumstances. ***We seek to foster compassion, an attitude of the heart and a response to exclusion and suffering.***

RESPECT. We value ourselves and other people, the earth and all creation. We seek to listen and learn from each other and build relationships with respect, being proud of what we hold in common and with understanding and tolerance of our differences. ***We seek to act with respect with regard to each other, the earth and all creation.***

Our Sanctuary Commitment

Our values are brought to life through our commitment to the Sanctuary Model. Sanctuary is an evidence-supported, whole-of-organisation framework that guides how we practice as an agency. Sanctuary enables a shared language, knowledge, and response to the impact of trauma and loss on all of us.

Our seven Sanctuary Commitments are as follows:

- Non-Violence - Mean what you say and don't be mean when you say it
- Emotional Intelligence - Look out for yours and other people's feelings
- Social Learning - We all learn from, and teach each other
- Democracy - Everyone is heard
- Open Communication - Be honest and share information
- Social Responsibility - We all help each other ... It takes a village to raise a child
- Growth and Change - Open to new ideas and ways of thinking

Position purpose

The central goal of MacKillop Family Services is *to support, to foster hope and to promote justice for children, young people and their families, particularly those who experience distress, disadvantage and abuse*. Education is central to that goal.

Children in Out-of-Home Care are a high priority client group of MacKillop Education, as are adolescents at risk of leaving school without vocational skills. MacKillop Education currently provides education support to these young people through outreach programs from four sites: Geelong, Maidstone, Warrnambool and Caulfield. We also offer education support in the West of Melbourne through our AccessEd program which supports young people in Residential care and our Thrive Program that supports young people in foster care.

Our schools in Geelong (Foundation to VCAL), Maidstone (Years 3 to 6), and Caulfield (Foundation to Year 10) cater for students who are disengaged, or at risk of disengaging, from education. The education programs provide flexible learning pathways and they equip participants with the skills they need to re-enter mainstream school, or, for senior students, to take up employment or further education options, including traineeships and apprenticeships.

The XTend Program in Geelong caters for young people aged 12 to 17 years, who are engaged with mental health services and/or child protection.

This position will commence in January 2022 and is part of the MacKillop Education Programs Team, reporting to the Education Programs Co-ordinator.

Primary objectives

- To improve learning outcomes for children and young people who are living in residential care or who are living in out-of-home based care (on statutory orders)
- To foster a collaborative approach to the development, implementation and monitoring of education plans with the other members of a young person's Care Team and to advocate for the academic, social and emotional learning needs of the students

Key result areas and responsibilities

Some of the responsibilities listed below will be determined by the qualifications of the person in the Education Support Role:

- Assess the initial ongoing needs of young people using a variety of assessments and teaching and learning strategies
- Advocate for the young person to ensure schools are fulfilling their obligations under the Partnering Agreement
- Develop, implement and monitor individual education plans for young people in collaboration with the young person and their Care Team
- Monitor and support each young person's academic, social and emotional development
- Develop and implement curriculum that supports the young person's education goals and/or addresses specific learning needs
- Provide regular feedback to family (as required), carers, school and network staff on the progress of each young person
- Provide support to residential care workers to enable them to be actively engaged in the implementation of each young person's education
- Communicate, develop relationships and engage students in active learning
- Demonstrate high expectations for student learning and education outcomes

- Support a safe and stimulating environment for student learning
- Maintain accurate case notes and records of participation and student progress
- Maintain appropriate student files and running case records
- Provide quarterly data reports to DFFH, as required, to demonstrate enhanced learning outcomes
- Constructively participate in supervision
- Participate in appropriate professional development opportunities and annual performance reviews

Key selection criteria

The incumbent will have:

- Appropriate experience and qualifications in education (e.g. Certificate IV in Education Support; Tertiary qualification as a Teacher with current VIT or other relevant qualification)
- Experience working with children and young people who are disengaged or at risk of disengaging from education
- A sound understanding of how trauma impacts on learning
- Experience in developing, implementing, and reviewing individual education plans
- Excellent communication skills, both verbal and written
- Excellent interpersonal skills, with a demonstrated capacity to work collaboratively within a team (e.g. colleagues, professionals and other stakeholders)
- Ability to work independently, to take initiative and a capacity for effective decision-making
- A demonstrated ability to manage and prioritise a range of tasks, plan workloads and work to deadlines
- A knowledge and understanding of Aboriginal culture and values and an awareness of the current issues faced by Aboriginal children, young people and their families

Other information

The incumbent is required to:

- Sign and actively abide by MacKillop's Code of Conduct.
- Observe and actively support MacKillop's P.8 People and Workplace Policy.
- Observe and fulfil health and safety responsibilities as contained within 'WHS-P-001 Responsibility Statements' document.
- Attend mandatory and other training as required.
- Actively participate in MacKillop's Bid Management process as required.
- Participate in and promote continuous quality improvement processes.
- Promote an environment that is culturally safe and strengths focussed.
- Abide by principles and commitments of the Sanctuary Framework.
- Incorporate cultural safety into your practice with Aboriginal families.

The incumbent must possess a:

- Valid and current Victorian Driver's Licence.

- Valid and current Victorian Working with Children Card
- Valid and current NDIS Worker Check.
- Satisfactory criminal history check conducted by MacKillop Family Services.
- Current VIT registration
- Proof of COVID-19 Vaccination

Approval

Approver's full name:	Elly-Joan Duff	Date:	November 2021
Approver's position title:	Education Programs Co-Ordinator, Education Programs Metro		
Incumbent's full name:			
Incumbent's signature:		Date:	



MacKillop Family Services acknowledges Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the Traditional Owners and Custodians of the land on which we live, work and play. We pay our deep respects to Elders past and present and acknowledge all Aboriginal children, young people, families and staff who are a part of MacKillop Family Services.