

POSITION DESCRIPTION



Early Intervention Officer, Early Intervention Officers in Schools (EIOS) Justice

About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Our Vision

Building a Just Society

Our Mission

Standing in solidarity with those in need, expressing a faith that promotes justice.

Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

Our Purpose

We work to build a just society where all people can live to their full potential – by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Position details

POSITION TITLE:	Early Intervention Officer, Early Intervention Officers In Schools (EIOS)
PROGRAM:	Justice
LOCATION:	Brunswick, with travel required throughout Northwest metropolitan Melbourne and regional Victoria
REPORTING RELATIONSHIPS:	This position reports directly to the Coordinator Early Intervention Programs Justice This position does not have any direct reports

Position Purpose

- To provide individually tailored intensive case management and outreach support to children and young people enrolled at an EIOS school who are involved or at risk of engagement with the justice system.
- To ensure young people referred to the program are linked to family, community and culture, have access to a range of support and services in relation to health, housing and developmental needs.
- To strengthen the capacity of EIOS school staff to respond effectively to at-risk young people by delivering early intervention guidance, coaching, and practical support strategies, contributing to improved student engagement, wellbeing, and reducing risk of justice system involvement.

Program Purpose

Justice programs

Provide holistic support service for young people involved in the justice system or who are exiting adult prisons and/or Youth Justice centres, who are assessed as high risk/need, with limited social and family networks, limited accommodation and post release support options and experiencing multiple and complex health problems. Staff deliver quality programs in a manner that reflects the social justice principles of participation, equity, access and respect. Services include intensive outreach support, case management, supported accommodation, drug and alcohol counselling, recreation programs, employment/training programs, 24/7 after hours emergency assistance and duty work and referral service. Our adult and youth justice work contributes to regional and state-wide advisory forums and networks and assists in a more comprehensive approach to justice through partnerships with Government agencies and other service providers, as well as to legislation, policy development and advocacy.

Early Intervention Officers in Schools (EIOS)

The EIOS program is funded by the Department of Education and delivered by Jesuit Social Services in partnership with other organisations across the Northwestern Region of Victoria. It will see Early Intervention Officers placed in five schools and working relationships established to intervene early with children and young people who are identified as being at risk of, or having contact with, the youth justice system. The program will provide intensive, individualised case management support to these children and young people. We will be partnering with the following schools:

- Charles Latrobe College – Jesuit Social Services nominated EIOS provider
- Roxburgh College – Jesuit Social Services nominated EIOS provider
- Weeroona College Bendigo – with a local service partner
- Maryborough Education Service – with a local service partner
- Crusoe College – with a local service partner
- Chaffey Secondary College – with a local service partner

The key objectives of the EIOS program are to support at risk children and young people to remain engaged in education and achieve positive outcomes, including improving school attendance, strengthening resilience and prosocial behaviours, creating a sense of belonging and improving peer relationships.

EIOS also works to build school capability to identify and support children and young people who are experiencing intersecting vulnerabilities and are at risk of being involved with the justice system and most at risk of drifting toward anti-social behaviour and violent offending. The program connects schools, teachers and community services to provide streamlined support for children and young people. The program may provide secondary consultation and expert advice to support schools on how best to address the specific needs of children and young people. The program aims to encourage positive decision making, reduce classroom disruption, suspensions and expulsions from school; and reduce the risk of offending for children and young people already in contact with Youth Justice.

Duties of the position

- To provide an individually tailored response to young people who are identified as being at risk of, or having contact with, the youth justice system and support them to remain engaged in education and achieve positive outcomes.
- Engage and build positive, trusting relationships with young people; conduct comprehensive assessments; and develop, implement, and review individualised case plans aimed at addressing behaviours associated with risk of involvement in the justice system
- To ensure young people referred to the program are linked to family, community and culture, and have access to a range of support and services in relation to health, housing and developmental needs.
- To foster strong and positive relationships with EIOS schools and key school personnel and other key stakeholders
- Prepare a termly report in collaboration with the EIOS school demonstrating the outcomes and impact of the work.
- Provide general early intervention advice to EIOS school staff and coaching for supporting children and young people.

Key Selection Criteria

1. Relevant tertiary qualification in youth work, social work, psychology, community services or a related field, and/or demonstrated experience working with at-risk young people in education, community, or justice-related settings.
2. Demonstrated knowledge of the social, behavioural, and systemic factors contributing to children and young people's disengagement from education and involvement in the justice system, with the ability to address complex issues such as family violence, breakdown, and school disengagement, with the capacity to provide advice and capacity building support to school staff, and deliver holistic, strengths-based interventions that support re-engagement and positive outcomes

3. Demonstrated understanding of child and adolescent developmental stages, with the ability to implement age-appropriate, trauma-informed strategies and interventions tailored to the needs of at-risk children and young people.
4. Proven experience in case management, including assessment, planning, implementation, and review of individualised case plans. Demonstrated capacity to deliver intensive support, crisis intervention, and assertive outreach using an intersectional and culturally safe approach.
5. Demonstrated knowledge of the Victorian education system, including relevant services, support and referral pathways for children and young people, and experience working collaboratively with families/carers and key stakeholders (including schools and community services).

Key Performance Indicators

- Service Delivery – Service Agreements and duties of the position are delivered in a professional and accountable manner. This includes but not limited to; completing regular outreach, Initial Assessments, Risk Assessment, Case Plans, in line with timelines determined by programmatic operating procedures.
- Networking and resources – Sound relationships are developed with Department of Education personnel, EIOS schools, and relevant community stakeholders, enabling comprehensive support and referral pathways. This includes evidence of ongoing communication with schools, as well as attendance at local area service network meetings.
- Administration- To keep appropriate files, records and data as per contractual and organisational requirements. This includes writing case notes, uploading files, completing termly reports as well as fulfilling data and reporting requirements as per timelines determined by organisational policy and operating procedures.
- Professional development and team collaboration- Evidence of participation in ongoing supervision, scheduled caseload reviews with supervisor and EIOS schools, scheduled team meetings and relevant training and professional development activities.

Key responsibilities of Jesuit Social Services Employees

Our organisational identity and ethos

The work of Jesuit Social Services is informed by Catholic Social Teaching and our Jesuit tradition of respecting the preciousness of each human being, walking with the disregarded, and caring for the earth.

All employees are responsible for:

- Demonstrating an understanding of, and a capacity to uphold Jesuit Social Services' organisational identity and ethos (as encapsulated in our purpose, vision, mission and values) in the execution of their role responsibilities.
- Ability to conduct oneself and undertake role responsibilities in a way which reflects and upholds the organisation's identity and ethos (as encapsulated in our purpose, vision, mission and values). (All Staff)
- Capacity to engage in reflective processes that are aimed at strengthening and deepening a collective commitment to the organisation's identity and ethos. (All Staff)

Service delivery/ Practice Framework (program delivery roles)

- Engage and build positive and constructive relationships with internal and external stakeholders and program participants
- Deliver services consistent with program guidelines, relevant legislation and funding agreements
- Communicate clearly with others
- Manage competing priorities in a high-volume work environment
- Fulfil the reporting and administrative requirements associated with the position
- Other duties as required.

Team work and supervision (program delivery roles)

- Work effectively as part of a team, contributing to group outputs and reflective practice
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities.

Continuous Improvement and Professional Standards

- Demonstrate a commitment to own learning and development
- Commitment to risk management and continuous quality improvement processes
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services

Diversity and Inclusion

- Demonstrate respect and acceptance of diversity at all times and provide culturally appropriate support to all including Aboriginal and Torres Strait Islander peoples and those who identify as LGBTQIA+
- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory

Mandatory Position Requirements

- Current National and International (where required) Police Check
- Current Employee Working with Children Check
- Valid and current Australian Drivers Licence
- Proof of eligibility to work in Australia

Safeguarding Children and Young People

Jesuit Social Services takes child protection seriously, we undertake a range of checks and processes to ensure safeguarding of children, and you are required to meet the behavior standard outlined in our Code of Conduct.

Ecological Justice

Jesuit Social Services is committed to ecological justice, which is the intersection of social and environmental justice. We strive to protect, nurture and restore healthy and equitable relationships

between people, place and planet which, when damaged, lead to disadvantage, poverty, inequality, prejudice, and exclusion. This commitment is embedded in our organisational culture, program practice, advocacy and our business processes.

Conditions of Employment

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

Employee Acknowledgement

I, _____ (please print name) acknowledge that I have read and understood the contents of this position description.

Employee Signature:

_____ **Date:** _____

Position Description Approved by:

General Manager Adult Justice programs

Position Description Review Date:

April 2026