



**POSITION:** Youth Worker (Classroom)  
**REPORTS TO:** Wellbeing Team Leader and Head of Campus  
**LOCATED:** Multi Campus locations

- Bourke Street City,
- High Street Prahran,
- Harvester Road Sunshine
- Tope Street South Melbourne

**DATE UPDATED:** July 2023

### ORGANISATIONAL ENVIRONMENT

Hester Hornbrook Academy) is a Special Assistance School which provides flexible education and learning options, including VETiS (Vocational Education and Training in Schools), VPC (Victorian Pathways Certificate), VM (VCE Vocational Major), VCE and an *extend* program offering a variety of elective subjects. Recognising that mainstream education is not suitable for all young people, our programs are driven by the personal pursuits of students. Our HOPE – Healing Orientated Program of Education informs our Practice model which ensures the integration of academic intervention and growth with wellbeing and life skills. Teachers, Youth Workers, and Education Support Officers (ESOs) work together in a collaborative manner to support students to reach their individual goals. Our students include those who have disengaged from mainstream education, are young parents, currently in or leaving out of home care, experiencing homelessness and those who may be experiencing mental health challenges or learning difficulties.

### JOB CONTEXT

Each Hester Hornbrook classroom is supported by a multidisciplinary team comprised of a teacher, educational support staff and youth worker. The classroom team collaborates to provide a safe, respectful, and productive learning environment, where learning for wellbeing and wellbeing for learning go hand in hand. The team works in partnership with the students to understand and address the barriers to learning, to set and achieve academic pathways and other life goals. All staff bring different and overlapping skills and experience to the classroom and are required to role model effective teamwork in order to provide a holistic response to the students' educational needs.

**All roles within Hester Hornbrook will have a classroom allotment, this may include classroom instruction, the delivery of learning activities, the supervision of students, assertive outreach, and involvement in our other programs which support students to attain educational success.**

### JOB PURPOSE

The Youth Worker at Hester Hornbrook works collaboratively within their classroom team, including VETiS Teacher, to support student wellbeing and educational outcomes. The youth worker maintains a classroom presence and works with students in an individual capacity, including outreach. The Youth Worker is also required to maintain and develop relationships with students' families/carers and professional supports when required.

## JOB EXPECTATIONS

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

- Work as part of a multidisciplinary classroom team to develop and maintain a face to face and virtual classroom learning environment which places high expectation on learning for wellbeing and wellbeing for learning. The Youth Worker will support and model a learning environment which is safe, respectful, and productive.
- Apply an understanding of our HOPE (Healing Orientated Program of Education) to support students in a way that allows them to Engage, Equip, Empower and Extend. While having a thorough understanding of a range of interventions that promote engagement and inclusivity, build rapport, and develop prosocial behaviours and relationships.
- Provide flexible and holistic evidence based case work/and or coordination to young people with outreach support that promotes educational, social and emotional development. This includes making suitable referrals, both internal and / or external, and working closely with students care team members and also parents / carers / guardians.
- Support the transition of students from the Engage Youth program and assisting them to integrate into the classroom through individual literacy and numeracy tutorial support.
- Actively engage and contribute to student support group meetings within Hester Hornbrook Academy and external agencies.
- Contribute to the development and delivery of curriculum and class projects/activities; including the Health and Wellbeing curriculum.
- Assist in the onboarding process of new students including developing Individual Education Plans and Focus Plans for each student.
- Actively promote Hester Hornbrook Academy at network meetings, forums and amongst key stakeholders.
- Actively collaborate with key stakeholders to ensure the appropriate referrals, services, programs and outreach are provided to all young people as and when required.
- Maintaining accurate records on the Sentral SMS including: regular wellbeing case noting and prepare/ contribute to reports (including NCCD) as required.
- Contribute to the planning and participate in the extra -curricular activities, events, excursions and overnight camps.
- Support students as they transition within the school or onto employment or further education.
- 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 Hester Hornbrook Strategic Plan (SP) and Annual Implementation Plans (AIP).
- Ensure that all Child Safe, risk management and Hester Hornbrook documentation is adhered to.
- Perform other duties and responsibilities, as directed by Executive Leadership Team of Hester Hornbrook.



## KEY RELATIONSHIPS

This position may have relationships with a diverse range of Hester Hornbrook 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:

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|-------------------------------|--|
| <b>Internal Relationships</b> | <ul style="list-style-type: none"><li>• Employees from the Hester Hornbrook team (e.g., Youth Workers, Teachers &amp; ESOs)</li><li>• Employees from the Education, Training &amp; Transitions teams</li><li>• Employees from the Homelessness, Justice &amp; Family Services division</li></ul> |
| <b>External Relationships</b> | <ul style="list-style-type: none"><li>• Education Partners</li><li>• Relevant community services providers</li><li>• Student's communities.</li></ul>  |

## KEY SELECTION CRITERIA

Applications to include a Cover Letter which highlights **how you have previously assisted a young person to improve their wellbeing outcomes which has resulted in success in educational outcomes, leading to learning for wellbeing** and a current CV with referees.

**The following key selection criteria *must* be addressed in the application for this position:**

**Essential:**

1. A qualification in Youth Work/Social Work/Community Development or significant demonstrated experience in both classroom and outreach.
2. Proven ability to work collaboratively as part of a multidisciplinary team to provide outreach supports to disengaged young people to enable them to develop wellbeing for learning and achieve educational success.
3. Experience working with young people, LGBTQI young people and young people from diverse cultural backgrounds who have existing barriers to engaging in education.
4. An understanding of trauma-informed practice, restorative justice principles and the necessary skills to engage young people with multiple and complex needs.
5. Demonstrated capacity to work flexibly and collaboratively, with the ability to manage competing demands as is the case in a secondary school setting.
6. Understanding of relevant legislation, including Child Safe Standards as they are relevant to a Senior Secondary School setting.

## OCCUPATIONAL HEALTH & SAFETY REQUIREMENTS

**Workplace Health & Safety:**

Hester Hornbrook /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 Hester Hornbrook/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.

**Client Wellbeing and Safety:**

We are committed to the safety and wellbeing of children, young people, people with a disability and other vulnerable people. We have a zero tolerance of abuse and neglect of all vulnerable people and are committed to actively contributing to a safe organisation in which children, young people, people with a disability and vulnerable people are protected from violence, abuse, and neglect. All employees are required to comply with the Child Safe Standards.

**Operational Accountability:**

Hester Hornbrook /MCM is committed to operating efficiently, ethically and remaining operationally and financially sustainable.

As an employee you are expected to operate within the requirements of our accreditation, registrations, delegations, and work responsibilities as detailed in our various policies and procedures, Code of Conduct, and regulatory guidelines.

**COMPLIANCE**

As an employee, you are expected to comply with the following:

- Comply with and actively support all position, division and organisational policies and procedures.
- Satisfactory completion of safety screening VIT Registration, Working with Children check, National Police check, International Police check (if required), and the right to work in Australia.

**LEADERSHIP CAPABILITY FRAMEWORK**

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

KEY AREA	BEHAVIOURAL CAPABILITIES
<b>PARTNERSHIPS</b>	<b>Collaboration &amp; Cooperation</b> Seeks to find the right solution for all. Stays connected and works together with colleagues and customers to achieve great things.
<b>PARTNERSHIPS</b>	<b>Influence &amp; Persuasion</b> Delivers a compelling message to gain support for ideas or projects. Acts to influence outcomes for the benefit of the people we work with.
<b>PARTNERSHIPS</b>	<b>Credibility &amp; Integrity</b> 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.

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**REPUTATION**      **Provable Results**  
Is accountable. Delivers measurable outcomes. Driven and energetic; striving to meet targets and quality outputs for customers and colleagues.

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**REPUTATION**      **Disrupting Disadvantage**  
Promotes fairness and seeks to provide added advantage and opportunity to those who would normally be disadvantaged.

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**PEOPLE**      **Resilience & Bounce Back**  
Deals effectively with unexpected challenges and adversity. Quickly recovers to take a positive stance to set backs and disappointments.

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**PEOPLE**      **Builds Capability & Realises Potential**  
Plays an active role in their own and others' development. Encourages and inspires others to realise ambitions and potential.

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**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.

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## OUR VALUES

Employees are expected to commit to and demonstrate Hester Hornbrook /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.

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**COURAGEOUS**

- We speak up constructively in line with our convictions.
- We pursue our goals with determination.
- We are passionate about our advocacy role.

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**CURIOS**

- We are inquisitive and ask why.
- We challenge the status quo.
- We actively explore the alternatives.

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**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.

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**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.