

POSITION: Youth Worker
REPORTS TO: Wellbeing Team Leader and Head of Campus
LOCATED: Harvester Road Sunshine
DATE UPDATED: July 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 mums, currently in or leaving out of home care, experiencing homelessness, or who have been disengaged from mainstream education.

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 Youth Worker at HHA works collaboratively with VCAL/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 the classroom team with the VCAL/VETiS Teacher to develop and maintain a classroom learning environment that is safe, respectful and productive
- Apply an understanding of trauma-informed and healing oriented practice to support students in a way that is empowering and engaging for the student cohort.
- Have a thorough understanding of a range of interventions and outreach supports that promote engagement, 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.
- Support the transition of students from the Connect 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 HHA and external agencies.
- Contribute to the development and delivery of curriculum and class projects/activities; including the 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 HHA Strategic Plan (SP) and Annual Implementation Plans (AIP).
- Ensure that all Child Safe, risk management and HHA documentation is adhered to.
- Perform other duties and responsibilities, as directed by Executive Leadership Team of HHA.

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:

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| 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 • Relevant community services providers • Student’s communities. |

KEY SELECTION CRITERIA

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 provide outreach supports to disengaged young people to enable them to develop educational knowledge and skills to transition to the classroom
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.
7. Must have experience in the educational sector.

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

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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. |
| 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:

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