

## POSITION DESCRIPTION

# YOUTH WORKER

DEPARTMENT	Wellbeing
REPORTS TO	Assistant Principal — Student Wellbeing
DATE	October 2024
POSITION OBJECTIVE	To work in collaboration with the Principal, Teachers, Learning Support Officers, and the Wellbeing team to provide support and guidance to assist students to re-engage in education at ECG Secondary College.
Achievement of the position objective will be reviewed against key performance indicators in the annual appraisal and review process and as required	

**Our Values** are reflected in our commitment to:

- \* *Integrity*
- \* *Inclusion*
- \* *Quality*
- \* *Collaboration*
- \* *Safety*

*Community College Gippsland (CCG) is a child safe organisation with zero tolerance for child abuse and is committed to the safety and wellbeing of all students. CCG supports and adheres to Child Safety Standards.*

***United we belong. Together we thrive.***

*The CCG community welcomes people from all backgrounds, abilities, and identities. We are enhanced by our diversity and learn through inclusion, respect and understanding.*

*At CCG we:*

- *Provide a safe and inclusive environment that is free from discrimination.*
- *Empower students and harness their uniqueness through voice and agency.*
- *Ensure equal employment opportunities for all and encourage the participation of underrepresented staff.*
- *Celebrate the differences of our people and recognise their unique contributions to our community.*

## SCOPE OF THE ROLE

The Youth Worker role will support student's personal, social, and emotional development through informal education, care (e.g., preventative) or leisure approaches. Youth Workers will provide mentoring, guidance, support, and advocacy. They will provide support in all aspects of student wellbeing including crisis support.

## RESPONSIBILITIES

- Develop professional relationships with students based on trust and respect, which utilises a strengths-based approach.
- Link with professional and community services to support and empower students to access services as required and strengthen their relationships with their families and other support networks.
- Promote and provide activities that encourage a sense of belonging and engagement with the school community.
- Assist students who are heightened to de-escalate and support them to manage a situation where they are struggling to control their emotions.
- Encourage participation of students in activity planning (e.g., sports, arts, outdoors, etc.), project development (community, educational, etc.), evaluation and review of activities.
- Facilitate a preventative approach to wellbeing support including developing student's skills and knowledge in areas such as self-regulation, social and emotional wellbeing, and physical and mental health.
- Provide individual support of students at risk in the form of information, advice, advocacy, engagement, referral, and case management including mandatory reporting requirements.
- Undertake relevant administration duties, including accurate documentation of all relevant client information, case notes, and program outcomes.
- Liaise with Teachers, Learning Support staff and the Wellbeing team to identify and support areas of need for students. Assist in the development of IEP's (Social and Emotional Goals) and Support Plans as required.
- Contribute to the safety of all students by adhering to the Child Safe Policies, Procedures and Codes of Conduct to ensure all students with CCG are in a safe and inclusive learning environment. CCG is a child safe organisation and is committed to the safety and wellbeing of all students. CCG has zero tolerance for child abuse.

## ORGANISATIONAL FUNCTIONS

- Actively participate in and comply with the Health and Safety systems, policies and emergency procedures in place throughout the organisation including:
  - Promptly and accurately reporting all hazards, accidents, incidents and near misses.
  - Ensuring safe use and maintenance of equipment including PPE for self and students.

- Maintaining a current knowledge of emergency evacuations procedures for all relevant campuses and participating positively in drills and training sessions.
- Make recommendations for improvements in health and safety.
- Be aware of and participate in the strategic planning process including making suggestions for improvements.
- Actively work with colleagues to build positive relationships and teamwork across the whole organisation.
- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with Community College Gippsland Policies and Procedures.

## KEY PERFORMANCE INDICATORS

- Demonstrate, by personal behaviour, the values of Community College Gippsland.
- High quality and timely Compass notes detailing evidence of practice.
- Evidence of effective referral and linking to services/agencies.
- Improved completion of quality Support Plans and Engagement Improvement Agreements and IEP social and emotional goals, across all campuses.
- Supporting collection of NCCD data.
- Evidence of improved student activities, engagement, voice, and agency within the school.
- Agreed Goals as per performance review and development plan (PRDP).

## KEY SELECTION CRITERIA

- Demonstrated experience of:
  - Supporting the wellbeing of disengaged youth preferably in a school setting including de-escalation, crisis intervention and referral/liaison with services.
  - Evidence of building community using activities and events to build relationships.
  - A demonstrated understanding of self-regulation, social and emotional wellbeing, physical and mental health education, and empowerment.
  - Facilitate a preventative approach to wellbeing support including developing student's skills and knowledge in areas such as self-regulation, social and emotional wellbeing, and physical and mental health.
  - Engaging professionally with students, colleagues, parents/carers, and the community.
  - Strong links and an understanding of youth issues in the regions surrounding ECG Campus Locations.

## MANDATORY REQUIREMENTS

- Clear Police Check
- Clear Working with Children Check
- Current Victorian drivers license.



## QUALIFICATIONS Required

- Certificate IV or Diploma of Youth Work or equivalent qualification.
- Youth workers are required to follow and practice “The Code of Ethical Practice for the Victorian Youth Worker Sector”, as outlined by YACVIC to ensure the programs and practices are safe for young people and are of a high standard.

## FUNCTIONAL RELATIONSHIPS

### Key Internal

Staff  
Students  
Management

### Key External

Student’s families  
Allied Health agencies  
Government Departments  
Support Agencies

## DECLARATION:

I have read, understood, and accepted the above Position Description.  
I understand that the Roles, Functions and Key Performance Indicators in this Position Description form part of the Community College Gippsland Contract of Employment.

Signed: \_\_\_\_\_

Date:



Name:

**TOID: 4181**

PO BOX 249, Warragul  
ABN: 37 005 090 317

Phone: (03) 5622 6000

info@ccg.asn.au  
www.ccg.asn.au