

WHITEHORSE CITY COUNCIL

Position description

Job title: School Focused Youth Service Coordinator	
Classification: Band 6	Effective Date: January 2025
Reports to: Coordinator - Youth Services	Tenure: Temporary until Dec 2025

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATE - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.



WHITEHORSE CITY COUNCIL

Position description

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

The School Focused Youth Service (SFYS) Coordinator will work collaboratively with schools and community organisations across Whitehorse to support young people from grade 5 to year 12 who are attending school but, are vulnerable to or showing signs of disengagement from school, to remain connected to education.

Key Responsibilities

Position Specific Responsibilities

Facilitating linkages and coordination:

- Network and liaise with schools and relevant community organisations.
- Work within Whitehorse to ensure young people at risk of disengagement from school are well supported in their communities and engaged / connected to education.
- Foster effective communication between schools and community agencies within Whitehorse.
- Facilitate a collaborative process that is able to meet the needs of young people by providing an integrated team approach to service delivery.
- Facilitate the Whitehorse Wellbeing Network involving primary, secondary schools and relevant community agencies.

Service planning, development and implementation:

- Identify the specific issues and needs of young people, their families and service providers, and identify gaps in the service system.
- Liaise and work collaboratively with relevant stakeholders to achieve positive outcomes for young people vulnerable to or showing signs of disengagement from school.
- Implement evidence-based strategies and innovative practices in line with agreed priorities and available resources including undertaking projects based on local need.
- Explore opportunities for collaborative programs and funding submissions.

Management of SFYS flexible funding budget:

- Purchase services to address identified needs of young people showing signs of disengagement from school.
- Record and monitor flexible funding budget in conjunction with the SFYS guidelines.

- Ensure effective communication between the purchased service and all relevant stakeholders.

General responsibilities:

- Keep and maintain appropriate records.
- Maintain relevant statistics and data in accordance with the evaluation requirements of DET and prepare plans / reports as required.
- Work within and manage allocated budgets and resources.
- To contribute to the general operation of Whitehorse Youth Services including providing staff coverage in engaging with young people in the community
- Assist with the planning, implementation and facilitation of the Youth Services Operating Model

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.
- Other duties as directed within the skills and capabilities of a position at this level.

Accountability and Extent of Authority

Budget: The position is responsible for the SFYS flexible funding budget

Staff responsibility: The position is responsible for the supervision of sessional / casual staff, volunteers and students where appropriate

Judgement and Decision Making

- The ability to work with the professional autonomy required to implement the service, while maintaining accountability requirements.
- Exercise professional judgement to achieve objectives.

Specialist Knowledge and Skills

- Demonstrated understanding of the complexity of issues that exist for young people vulnerable to or showing signs of disengagement from school.
- Knowledge and experience in working with school systems.

Qualifications and Experience

- Completion of a Community Development; Education; Social Work; Psychology or other relevant Human Services qualification.
- High level of skills and experience in brokering partnerships, networking and liaising with services for young people showing signs of disengagement from school and their families.

Technology:

Ability to operate computer programs in a Windows environment

Interpersonal Skills

- Highly developed interpersonal skills including excellent written and oral communication skills.
- Ability to prepare reports and statistics.
- Ability to investigate issues, develop strategies and prepare appropriate reports.
- Highly developed teamwork skills with the ability to work collaboratively with internal and external stakeholders.
- Ability and preparedness to work in a flexible, client-centred manner.

Key Relationships:

Internal: Health and Family Services and other Council Departments.

External: Schools, Local and regional Family and Youth Services, community agencies, relevant Government Departments, and other organisations.

Application Requirements

- The incumbent may be required to work from different locations within the municipality.
- The incumbent may be required to attend out of hours work meetings (e.g. Council briefings and meetings).
- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.
- The incumbent needs an ability to travel within the municipality and surrounding areas to undertake the responsibilities of the position.

Key Selection Criteria

1. Completion of a Community Development; Education; Social Work; Psychology or other relevant Human Services qualification.
2. High level of skills and experience in brokering partnerships, networking and liaising with services for young people and families.
3. Demonstrated understanding of the complexity of issues that exist for young people vulnerable to or showing signs of disengagement from school.
4. Knowledge and experience in working with school systems.
5. Highly developed teamwork skills with the ability to work collaboratively with internal and external stakeholders.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Sometimes perform	
Hand/Arm Movement Tasks involve use of hand/arms		Often perform	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.		Sometimes perform	
Standing Tasks involve standing in an upright position		Often perform	
Reaching Tasks involve reaching above head, and above and equal to shoulder height		Sometimes perform	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects		Sometimes perform	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another		Sometimes perform	

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body			
Keyboard Duties Tasks involve sitting at workstation and using computer.			
Satisfactory Vision Standard of vision required equal to that required for driver's licence			

Any other relevant comments: