



## POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	<b>COORDINATOR – YOUTH TRANSITION SUPPORT INITIATIVE AND SCHOOL SUPPORT PROGRAM</b>
<b>PROGRAM AREA:</b>	<b>EDUCATION TRAINING &amp; EMPLOYMENT PROGRAMS</b>
<b>EMPLOYMENT LOCATION:</b>	<b>44 SPRING STREET GEELONG WEST</b>
<b>POSITION HOURS:</b>	<b>FULLTIME</b>

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### SUMMARY OF POSITION

Barwon Youth is a dynamic community service organisation that provides a broad range of youth specific services to young people and their families living in the Barwon South West Region of Victoria. The agency provides a range of responses for 'at risk' young people across the region who are experiencing difficulties such as homelessness, early school leaving, substance abuse, unemployment or involvement within the Youth Justice system.

The YTSI and School Support Coordinator will coordinate a team of staff providing services to a range of young people in the Geelong Surf Coast region under and the Youth Transition Initiative – funded by Department of Education and Early Childhood Development -please see project guidelines. Pls See [www.barwonyouth.org.au](http://www.barwonyouth.org.au) (under Education Training and Employment Programs – Youth Transition Support “Learn More”)

### CONDITIONS OF EMPLOYMENT:

- According to the Social and Community Services Award, Youth Work Class 4 - the Year will be based on qualifications and years of experience.
- 3 month probation period – ongoing employment based on funding

### KEY SELECTION CRITERIA

#### ***Mandatory:***

- Youth Work or related Community Services Qualification.
- Proven ability to coordinate a team of staff. (At least 2 years)
- Excellent knowledge of support services for young people and their families
- Proven supervision skills and knowledge
- Proven experience in the school environment
- A sound understanding of the issues confronting young people and their families, and the ability to provide appropriate support.
- Demonstrated networking and advocacy skills.

- Sound written and verbal communication skills.
- Possess the ability to develop, expand and implement programs for the referred client group.
- Demonstrated evidence in developing and maintaining relationships with a range of networks
- Excellent report writing skills
- Current Victorian Drivers License.

***Desirable:***

- Experience working with young people who require additional support within educational settings.
- Experience within the Youth and Family Work field, particularly in crisis intervention and conflict resolution.
- Ability to effectively liaise with a range of Government and Community agencies.
- Program development skills.

**ACCOUNTABILITY:**

The Coordinator will be accountable through the Barwon Youth Education Training and Employment Program Manager the Executive Director. Day to day supervision will be via the Education Training and Employment Program Manager.

**Duties:**

- To coordinate a team of staff working in the secondary school system under a fee for service structure
- To work with a case load of young people as determined with the Manager
- To prepare reports as required by funding bodies
- To prepare MOU's as required
- To provide regular supervision to all staff in the program
- To liaise with all schools re: funding guidelines and roles and responsibilities
- To prepare and deliver group work as required by client group
- To attend regular network meetings
- To market and promote the program across the Barwon Region and Golden Plains Shire

**TRAINING OPPORTUNITIES**

Provision is made for staff members to attend relevant seminars and training sessions appropriate to furthering the development of their program area and increasing staff skills. Other study leave provisions are in accordance with the Award.

- **The successful applicant will be required to undergo a Working With Children Check and Police Record Check before appointment.**
- **Barwon Youth is a smoke free work environment.**
- **Barwon Youth is an equal opportunity employer**

Barwon Youth is an accredited community organisation  
BAYSA Ltd trading as Barwon Youth

October 08