



POSITION DESCRIPTION

STARTTS is committed to Equal Employment Opportunity (EEO) and anti-discrimination policies.

POSITION NUMBER: 1084-N

Date reviewed/created: November 2021

POSITION TITLE: Youth Worker – Heaton Public School

TEAM: Youth Team – Community Services

LOCATION: Newcastle

AGREEMENT: “NSW (Non-Declared) Affiliated Health Organisations’ Professional and Associated Staff Agreement”.

CLASSIFICATION: Health Education Officer, or other relevant classification based on qualifications, experience and requirements of the role.

A generous salary packaging scheme is also offered.

PERIOD OF APPRAISAL: Performance will be assessed within 3 months of commencement and a 6 month probationary/qualifying period will also apply.

Background to STARTTS

STARTTS is a state-wide service funded by the NSW Department of Health and Commonwealth Department of Health to provide high quality assessment, treatment and rehabilitation services to people living in NSW who have experienced organised violence or trauma associated with the refugee experience. STARTTS is an Affiliated Health Organisation (AHO), a Non-Government Organisation whose services are deemed to be part of the NSW public health system.

STARTTS’ service provision philosophy is predicated on a bio-psycho-social framework that incorporates a large range of clinical and psycho-social interventions informed by the latest advances in neuroscience and evidence based practice in relevant fields. As such, STARTTS provides a broad range of services including assessment; counselling for all age groups; psychiatric assessment and interventions; family therapy; group interventions; body-focused interventions such as massage, physiotherapy, acupuncture and pain management groups; support groups; programs for children and youth; and various strategies to increase the capacity of support networks and refugee communities to sustain their members.

The focus of the STARTTS’ approach is on building capacity and empowering people and communities to take control over their own lives, using a strengths-based approach and building on individual, family, community and cultural strengths.

Background to the Program Area of the position

The Community Services Team covers a wide range of services for refugee individuals, families and communities. The team is managed by the Community Services Coordinator and it consists of 4 smaller teams (School Liaison, Youth, Community Development and FICT) and the following positions: Community Development Team Leader, Youth Team Leader, Boys’ and Young Men’s Project Officer, FICT Team Leader and FICT Project Officers, Evaluation Officer, Policy Officer, Capoeira Angola Master, Capoeira Angola Project Officer, Communities in Cultural Transition (CiCT) Project Officer, Community Cultural Development Project Officer, Bi-lingual Community Development/Project Officers (Tibetan, Tamil, Karen, Hazara, African, Spanish speaking). Community Services Team is integral to the STARTTS systemic approach to recovery of torture and trauma survivors.

ORGANISATIONAL RELATIONSHIPS:

1. Responsible to: Youth Program Team Leader
2. Responsible for: Nil

SELECTION CRITERIA:**Essential Criteria:**

1. Youth Work or other relevant qualifications (min Cert IV).
2. Experience in Youth Work – at least 2 years.
3. A clear understanding of the issues confronting vulnerable young people (including culturally & linguistically diverse, domestic violence, substance abuse, child abuse and child safety, mental health and relationships) and their impact on families.
4. Knowledge and understanding of youth and welfare services, networks and resources and ability to access those relevant to the areas of individuals and family needs.
5. Capacity to collaborate with key community and youth services to identify and support at risk young people.
6. Ability to liaise with wider school community to organise and participate in extracurricular activities.
7. Well-developed written and verbal communication skills, including the ability to communicate effectively & creatively with individuals & families.
8. Demonstrated ability to assess the needs of vulnerable and disadvantaged families where there are concerns for the safety and wellbeing of young people.

*This position is considered child-related employment and will require a Working with Children Background Check and a National Police Check.

**In line with the Public Health Order, all STARTTS workers are considered Health Workers and are required to be vaccinated against COVID-19. In order to be eligible for consideration for employment with STARTTS, all recruits must provide evidence of vaccination against COVID-19, or alternatively provide a Medical Contraindication in the approved form which complies with the requirements of the Public Health Order, prior to appointment.*

BRIEF DESCRIPTION OF ROLE

The position is funded via the National School Chaplaincy / Youth Work Program to provide support to students in Heaton Primary School in Newcastle as defined by the MOU between STARTTS and the School.

Heaton Public School is located in the Newcastle suburb of Jesmond and is the local school for children from the northern part of Jesmond and the suburb of Birmingham Gardens. The school has a FOEI index of 136. The school enrolment as at January 2021 is 170 students. Students come from a wide range of socio-economic backgrounds with 11% of students identified as Aboriginal and Torres Strait Islander and 61% from an English as an Additional Language or Dialect (EAL/D) background. Our local area is a vibrant multi-cultural community and Heaton Public School is a truly multi-cultural school. The school enjoys strong links with the Heaton P&C, the local Muloobinbah AECG, and the school is represented in the Callaghan Education Pathways Aboriginal Education Team (CEPAET).

Our school provides a range of high quality extra-curricular opportunities including Sport, Debating, Environmental Sustainability and Creative and Performing Arts, Dance, Drumming and Choir, supporting the diverse cultural groups represented across the school. The school culture is based on the values of learning together with Respect, Responsibility and Inclusion. We have a strong wellbeing program that is consistent across the school, where every student is Ready to Learn.

The whole school community, involving students, staff, parents, and the local AECG Muloobinbah, were consulted in a thorough situational analysis followed by the development of the Strategic Improvement Plan.

Through our Situational Analysis, we have identified a need to embed school-wide practices that focus on personalised learning, one-on-one conferencing and aspirational target setting for all students. A strong emphasis will be placed on exemplary attendance practices and our school-wide wellbeing initiatives will

be enhanced and driven across the school with enthusiasm. The success of all students will be celebrated and shared with our community.

The school will continue to develop authentic collaboration and team-teaching opportunities to enhance pedagogy and target student learning at point of need. Learning and Support teachers, English as a Second Language or Dialect teachers and Student Learning & Support Officers will consult regularly with classroom teachers and the Executive to analyse data and collaboratively program to ensure every student is catered for, in order to maximise their learning.

All staff will be provided with extensive mentoring and distributed leadership opportunities in order to build capacity across the entire school and to ensure for strong succession planning.

We will consult regularly with our diverse community to enhance and strengthen our school-wide events, so that every single member of the community has the opportunity to support the learning of each and every student.

PRIMARY OBJECTIVES:

1. Provide community support referral and youth work support to students from years K-6 in Heaton Public School.
2. Implement programs within the school to support students at risk from years K-6 with particular focus on young people of refugee and refugee-like backgrounds.
3. Liaise with relevant stakeholders.
4. Act as a resource for other school staff working with this client group.
5. Contribute to ongoing development of the STARTTS In School Program.

PRIMARY DUTIES:

- 1. Provide community support and referral services to students from years K-6 in Heaton PS**
 - 1.1. Provide individual support and referral for students K-6.
 - 1.2. Collaborate with community service providers to identify and support at risk students.
 - 1.3. Assess and refer students as required.
- 2. Implement programs within the school to support refugee students from years K-6 in Heaton PS**
 - 2.1. Delivery of welcome program for students transferring from Intensive English Centres.
 - 2.2. Development and delivery of anti-bullying, cyber bullying, anger management, resilience, conflict resolution and other workshops identified by the school staff and students.
- 3. Liaison and meetings with relevant stakeholders**
 - 3.1. Liaise with Counsellor, Year Level Co-ordinators and Wellbeing Team where needed.
 - 3.2. Liaise with the Principal, Assistant Principals and Learning & Support Teachers.
 - 3.3. Liaise with external professionals and agencies as required.
 - 3.4. Liaise with parents/guardians/families when required.
 - 3.5. Gather information through liaison with parents, staff and external professionals.
 - 3.6. Provide feedback to teachers within the guidelines of confidentiality.
- 4. Act as a resource for other school staff working with this client group**
 - 4.1. Provide relevant wellbeing information, resources and presentations to staff, parents/guardians and students.
 - 4.2. Contribute to the wellbeing content on programs such as Positive Behaviour Learning.
 - 4.3. Contribute to relevant discussions, meetings and committees addressing wellbeing issues.
 - 4.4. Support the school by making relevant mandatory reporter logs.
- 5. Professional Development**
 - 5.1. Undertake STARTTS Core Concepts and Working with Refugee Young People training.

5.2. Undertake regular professional development via:

- Attending workshops and conferences relating to youth work and child/adolescent wellbeing.
- Participating in collegial professional development with student welfare team when invited.

6. Administration

6.1. Maintain records as required by STARTTS Medical Records policies and procedures.

6.2. Prepare bi-monthly reports and submit to the Youth Program Team Leader.

6.3. Actively participate in relevant quality assurance initiatives as required.

7. Personnel

7.1. Participate in STARTTS Performance Management program and in the development of an annual Work Plan.

7.2. Be an active participant in team meetings to maximise contribution to the work of the team

7.3. Participate in STARTTS staff meetings and other relevant meetings where possible

7.4. Work to ensure professional and co-operative working relationships within own team and with other departments across STARTTS.

7.5. Participate in identifying quality improvement initiatives/strategies.

7.6. Attend and participate in all training opportunities identified for the role.

7.7. Liaise with and seek senior advice as required.

8. As a STARTTS employee you are expected to:

- Have commitment to Human Rights, EEO, WHS and Safe Work Practices.
- Carry out the role and responsibilities in a manner that is consistent with delegations, policies, procedures and operations systems of STARTTS and in line with STARTTS Code of Conduct.
- Maintain confidentiality and exercise discretion in relation to all STARTTS matters.
- Actively seek to improve skills and knowledge that will benefit the organisation.
- Project a professional image at all times and in all situations.
- Undertake any other duties that may be required within the area of work.

Equal Employment Opportunity and Staff Relationships:

- STARTTS is an Equal Employment Opportunity (EEO) employer and encompasses its philosophy and practice.
- STARTTS rejects racism and sexism in all its forms and is committed to the elimination of racial and gender discrimination including direct and indirect racism and sexism, racial vilification, and harassment.

STARTTS Workplace Policies

You must observe and comply with the provisions set out in any and all written policy, practice or procedure of STARTTS. A breach of STARTTS' policies, practices and procedures may result in disciplinary action up to and including termination of your employment.

Work Health & Safety responsibilities:

- Comply with STARTTS WHS policies and procedures.
- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report to your Supervisor any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work.

Risk management responsibilities: All staff have a responsibility to identify any risks (i.e. the chance of something happening that will have an impact on the objectives of the organisation) in the course of their work and to inform their supervisor, as per the *STARTTS Risk Management Policy and Program*.

Smoke-free Workplace

STARTTS is completely smoke-free. This means that smoking is not allowed in any STARTTS' buildings, vehicles or grounds, there are no designated smoking areas. As an employee you are required to comply with the 'Non-smoking' Policy.

I have read the **Youth Worker – Heaton Public School** Position Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with STARTTS' policies and procedures and can be required to work in any location under the jurisdiction of STARTTS.

I also agree to strictly observe STARTTS' policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment.

Employee Name: _____
Please print

Employee Signature: _____ **Date:** _____

CHIEF EXECUTIVE OFFICER: Jorge Aroche

Signature: _____ **Date:** _____

The review for this Position Description is due: November 2023