

# SOUTHERN JUNCTION COMMUNITY SERVICES



## POSITION DESCRIPTION

Job Title	<b>Educational Support Worker</b>
Location	Southern Emergency Accommodation Service
Award/Non Award	Social, Community, Home Care & Disability Services Industry Award 2010
Classification	Level 3 [Crisis Assistance, Supported Housing (SA) Award ]
Status under Children's Protection Act 1993	Prescribed
Reporting Relationship	<ul style="list-style-type: none"><li>• Reports to the Team Leader</li><li>• Works closely with:<ul style="list-style-type: none"><li>- Coordinator, Educational Support Worker</li><li>- Coordinators across SEAS sites</li></ul></li></ul>
Link to SJCS Structural Framework	This position is placed at 'Team Member' level within the Structural Framework of Southern Junction Community Services Inc

## ORGANISATIONAL OVERVIEW

**Southern Junction Community Services Inc (SJCS)** is a not-for-profit, community organisation with a proud heritage of dynamically responding to the needs of disadvantaged and marginalized young people and families in Adelaide's southern suburbs and the Fleurieu Peninsula that spans over 30 years.

Southern Junction works collaboratively with groups and individuals, other organisations and government agencies to develop and deliver an increasingly diverse range of support and intervention services which enable people to cope more effectively with their current circumstances and make positive choices for the future.

### VISION

The value of all groups and individuals is actively demonstrated by the way they are included and enabled to participate in the community.

### MISSION

Southern Junction Community Services will work in a way that is people focused, flexible and responsive, with an emphasis on early intervention and prevention. Our work will reflect the belief that all people have the right to achieve independence and self-reliance.

### CORE VALUES

Southern Junction Community Services aspires to deliver flexible and responsive services that are underpinned by the following core values:

- **RESPECT** ~ Every person deserves to be treated with respect
- **TRUST** ~ Safety and trust are the foundations of healthy families and relationships
- **INCLUSION** ~ Inclusive communities value and embrace diversity
- **INTEGRITY** ~ Acting in a way that is honest, just and open to others

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### POSITION SUMMARY

The Educational Support Worker (ESW) is responsible for providing individualised support to young people under Guardianship of the Minister housed within the SEAS sites to promote and deliver activities/programs designed to assist the young people with engagement and/or re-engagement in education systems.

The ESW works closely with internal and external stakeholders to increase school/program attendance, develop positive liaison with schools, promote positive attitudes to learning with the aim to improve self-esteem and educational achievements.

### KEY RESPONSIBILITY & DUTIES

#### Client Support

- Support a small case load of young people to enhance and sustain participation in education and training
- Develop and implement creative and effective educational activities in consultation with the client, Team Leader and Social Worker
- In consultation with the Coordinator ESW establish, develop and maintain positive working relationships with schools and other educational facilities
- Contribute to the on-going review and planning for individual clients in consultation with site Coordinators and Team Leaders

#### Administration

- Maintain accurate case notes and records of interactions and plans
- Plan, prepare and document specific activities that contribute to educational outcomes for clients

#### Professional Development

- Actively participate in professional supervision and annual appraisals.
- Attend mandatory training and professional development opportunities as required.

#### Occupational Health & Safety

- Follows defined Occupational Health & Safety practices and procedures related to the work being undertaken in order to ensure their own and others safety in the workplace
- Immediately report incidents and assist to identify and resolve any hazards in the workplace

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### SPECIAL CONDITIONS

- A six (6) month probationary period applies.
- A Criminal History Assessment must be undertaken, received and cleared by SJCS prior to commencing employment. A satisfactory National Police Certificate must also be provided prior to commencement or within 2 months. Ongoing employment with SJCS is subject to the employee maintaining a satisfactory National Police Certificate.
- Current Senior First Aid must be held or obtained within 3 months.
- In accordance with the Children's Protection Act 1993 is required to make a mandatory notification of abuse or neglect of a child under the age of 18 if there is a suspicion on reasonable grounds that a child has been, is being or is at risk of abuse or neglect; and the suspicion is formed in the course of the person's work or in carrying out official duties.
- The employee has read, understood and agrees to comply with the Core Values outlined on the first page of the Position Description.
- Holds a current unencumbered Australian Driver's Licence and is willing to drive.

### SELECTION CRITERIA

- Certificate IV Community Services or equivalent – **essential**
- Sound communication and interpersonal skills to effectively engage and establish rapport with clients, staff and external agencies
- Understanding of factors that contribute to positive educational outcomes for young people
- Knowledge of educational opportunities in the local region, both mainstream and alternative
- Ability to prioritise workload, meet deadlines and work independently
- Demonstrated understanding of appropriate responses to clients with behaviours that demonstrate high and complex needs
- Ability to work in a team environment and to work collaboratively with internal and external stakeholders
- Experience working with, or demonstrated understanding of the needs of, children and adolescents at risk
- Understanding of social justice principles – including equity of access, discrimination and equal opportunity, individuals rights and privacy
- Basic understanding of relevant statutory requirements and legislation for children under the Guardianship of the Minister and supported accommodation

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Endorsed: \_\_\_\_\_  
Portfolio Manager, Children's Services

Date: / /

Acknowledged: \_\_\_\_\_  
Employee

Date: / /

Approved: \_\_\_\_\_  
General Manager - Community Services

Date: / /