

Position Description

Position Title:	Education and Vocation Specialist
Program/Section and/or Portfolio:	Community Care, Client Services
Location:	Ballarat. Travel will be required to other locations.
Reports To:	Team Leader, Residential Care
Award and Classification:	<i>Social, Community, Home Care and Disability Services Award 2010, Level 5</i>

This Position Description intends to describe the general scope, level of work, accountabilities, and responsibilities of the position. It does not necessarily include all duties and responsibilities.

This Position Description may be altered in accordance with the changing requirements of the position.

About CatholicCare Victoria

CatholicCare Victoria is a leading and influential provider of charitable and social services in Victoria. The *Mission* of CatholicCare Victoria is to build communities that recognise and nurture the dignity of each person. Our employees share our *Mission* for a stronger, more inclusive society through supporting individuals, families and communities in times of need, especially those who are most disadvantaged, vulnerable and/or marginalised.

CatholicCare Victoria delivers excellence in a broad range of child, family and youth services, family relationship services, school counselling and pastoral care services, social housing, employment and advocacy services across various office locations and delivery sites in Victoria.

CatholicCare Victoria draws on the principles of Catholic Social Teaching to inspire and direct our endeavours. We value and respect human dignity, and embrace diversity in an inclusive work environment.

About the Program/Section

CatholicCare Victoria's Therapeutic Residential Care program offers accommodation and support to young people aged 12-18 years, who are referred through the Child Protection system.

CatholicCare Victoria operate two Therapeutic Residential Care 2-bed care homes in the Wimmera region located in the Horsham area; and one Therapeutic Residential Care 2-bed care home in the Central Highlands region in Ballarat. CatholicCare also operate a four-bed RP3 Complex Residential care home (based on a therapeutic model) in Ballarat.

The Therapeutic Residential Care program provides a trauma informed and healing care environment for up to two young people subject to a statutory order or a Voluntary Child Care Arrangement. Young people residing in the Therapeutic Residential Care home have experienced complex trauma including abuse, neglect, attachment disruptions, developmental trauma and separation from family, and may use pain-based behaviours that result in

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risk taking and challenging behaviours and dysregulation. CatholicCare Victoria's Behaviour Response and Therapeutic Support Framework supports healing from complex trauma through the creation of positive, safe, therapeutic relationships and reparative experiences with House Workers, informed by a sound understanding of complex trauma, attachment disruption and development needs. Priority is placed on therapeutic and healing support and intervention, building and achieving education and vocational links and outcomes, and comprehensive and holistic transition planning in collaboration with young people, to transition to permanent living arrangements, including reunification with family and independent living.

The primary objective of CatholicCare Victoria's Therapeutic Residential Care program model is to:

- Provide safety and the highest quality therapeutic care to the young person.
- Achieve a young person's permanency objective (reunification, placed in a kinship or kith arrangement, supported to planned independence).
- Strengthen cultural identity and connection for all Aboriginal young people.

The model aims to support young people to heal from trauma, stabilise their behaviour and build their future through a focus across the following five domains:

- Safety.
- Managing Emotions.
- Life Skills.
- Education and Employment.
- Identity and Connections.

Position Summary

The Education and Vocation Specialist works as part of a core care team including the Therapeutic Practitioner, Senior House Worker, Team Leader and House Workers, to provide quality care for the young people using trauma informed, child centred, family focused therapeutic interventions. Young people residing in the care home have experienced complex trauma, which results in a range of complexities impacting on their ability to meaningfully engage in education, training and obtaining and sustaining paid work.

The CatholicCare Victoria's Education and Vocation Specialist will play a lead role in the Therapeutic Care program to ensure each young person is supported to reach their full educational and vocational potential.

The Education and Vocation Specialist, in collaboration with the young person, wider Therapeutic Residential Care program and the young person's care team, will provide tailored support to each young person based on thorough assessment of the young person's needs, aspirations and wishes in relation to education, training and employment.

The Education and Vocation Specialist will support the young person's education and vocation pathways by:

- Working with the broader educational and vocational service system to support the child or young person.
- Working with the child or young person to improve engagement and attendance at school or vocational opportunities to improve educational outcomes.
- Working with the young person to identify vocational pathways.

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Key Result Areas and Responsibilities

The order in which key result areas and responsibilities are listed is not necessarily significant.

Key Result Area	Key Responsibilities
<p>Young person and broader service system</p>	<ul style="list-style-type: none"> • Actively engage with CatholicCare Victoria’s Therapeutic Residential Care Program model, policies and procedures. • Work with and support the young person to identify their preferred education settings, subjects and education pathways, including ensuring the education setting is able to meet the young person’s needs. • Work with and support the young person, school and other education/vocation services and providers to improve engagement, attendance and academic achievement at schools, TAFEs or other vocational opportunities. • Work with the young person to identify vocational pathways, preparing for, securing and maintaining employment pathways and paid work or other employment opportunities. • Work with and develop strong linkages and partnerships with the broader educational and vocational service system (education, vocation, training and employment settings, organisations and supports) to support the young person; including advocating for the young person within an education/vocation setting. • Provide or secure education support such as one on one tutoring or distance/flexible education. • Assess the educational and vocational needs of the young person in collaboration with the young person and Senior House Worker (portfolio holder), by guiding the development and implementation of each young person’s Education Assessment, Personal Learning plan and Vocation plan, within prescribed timeframes. • Guide the Senior House Worker (Education and Vocation portfolio) in completion of the Education domain in Looking After Children (LAC) documents, including the Care and Transition plan. • Develop strategies in collaboration with the young person, Therapeutic Practitioner, Senior House Worker and care team to ensure young people are successfully transitioned and integrated into education/vocation activities. • Actively participate in care team meetings processes for each young person and engage with broader Community Services Organisation and department staff and broader stakeholders to develop consistent approaches to planning and working with individual young people with regard to education/vocational needs. • Alongside the care team, implement the Individual Learning Plan where the young person is attending school. • Develop and maintain service partnerships and linkages to promote joint work with other relevant services with regard to educational/vocational needs including: <ul style="list-style-type: none"> ➢ Aboriginal organisations or other culturally appropriate services ➢ Tutoring services ➢ Health/mental health assessments/services (in coordination with the Therapeutic Specialist) ➢ Other key stakeholders • Develop strong partnerships and linkages with specialist education services/programs including Education Support for Kids Model workers, Better Futures, LOOKOUT, Koorie Engagement Support Officers (KESOs), and other specialised education programs.

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	<ul style="list-style-type: none"> • Contribute to related placement/exit decisions/planning. • Participate in program evaluation using assessment results to contribute to annual reporting of outcomes for young people in care. • Work in culturally sensitive, responsive and respectful way with all staff, young people and their families engaged with the service. • Assist in the development and maintenance of a therapeutic care environment which supports the learning, educational and vocational needs of each individual young person.
Program Team	<ul style="list-style-type: none"> • Participate as a member of the CatholicCare Victoria Therapeutic Residential Care team and wider Youth Services team, and engender respectful team member relationships. • Participate in regular formal line management supervision with the Team Leader Residential Care. • As requested participate in regular leadership meetings with CatholicCare Victoria's Therapeutic Residential Care Leadership Team. • Participate in professional development and reflective practice opportunities. • Participate in sector networks as required. • Raise issues impacting upon service delivery with the Team Leader or Manager, Care Services, with recommendations into areas for improvement or change.
Operations and Administration	<ul style="list-style-type: none"> • Ensure the accurate and timely entry of data as required. • Ensure the accurate and timely keeping of client files. • Actively participate in organisational meetings and activities as required. • Actively support the effective operation of the residential care program. •

The position is also required to perform other duties as lawfully and reasonably directed.

Reporting and/or Supervision Relationships and Authority

Reporting Relationship:

The position reports to and works under the general direction of the Team Leader Residential Care.

Position/s Reporting to Position:

Not applicable.

Authority:

The position is required to adhere to established work practices, and sets priorities and monitors work flows in the position's area of responsibility.

The position is required to exercise a degree of autonomy. Significant decisions require the approval of the Team Leader Residential Care.

The position is required to work within the relevant delegation's policy, procedure and guidelines of CatholicCare Victoria.
authority.

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Stakeholder Relationships

Internal Relationships:

- Operates as a member of a team.
- Works cooperatively with all employees of the Residential and Care Services Team and broader Youth Services team.

External Relationships:

A range of external stakeholders including, Child Protection, education and vocational services and providers, Berry Street and CatholicCare Victoria Intensive Case Managements Service, the Department of Health and Human Services Placement and Support Planning Unit and Child Protection, other out of home care providers and other collaborating services, organisations and stakeholders.

Organisational Responsibilities of the Position

Workplace Health and Safety (WHS)

CatholicCare Victoria is committed to the health, safety and wellbeing of employees, volunteers, contractors, clients and other people within our workplaces. The position is required to perform the responsibilities of the position adhering to the *Occupational Health and Safety Act (2004)*, in particular to:

- take reasonable care for your own and others' health and safety within the workplace;
- take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others;
- cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace;
- report all injuries, illness, near misses or hazards as per CatholicCare Victoria policies and procedures; and
- participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

Cultural Safety and Respect

CatholicCare Victoria acknowledges the history, culture, diversity and value of all Aboriginal and Torres Strait Islander Peoples, and pays respect to their Elders past and present, as well as acknowledging future generations.

The position is required to work with Aboriginal and Torres Strait Islander Peoples in a culturally safe and respectful way.

Safety of Children, Young People and Vulnerable Adults

CatholicCare Victoria is committed to the safety of children, young people and vulnerable adults.

The position is required to perform the responsibilities of the position adhering to the *Catholic Safeguarding Standards, National Principles for Child Safe Organisations, Child Safe Standards* and any other relevant standards and/or legislation.

Risk Management, Accreditation and Quality Improvement

The position is required to actively participate in risk management, accreditation and quality improvement processes, procedures, systems and initiatives, including reporting risks, incidents and feedback in a timely and responsible manner.

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Policies, Procedures and Legislative Requirements

The position is required to undertake the responsibilities of the position adhering to all CatholicCare Victoria policies, procedures and practice guidelines and relevant standards and/or legislation including, but not limited to:

- *Employee Code of Conduct for CatholicCare Victoria*;
- information privacy and confidentiality;
- Equal Opportunity, anti-discrimination and anti-bullying; and
- inclusion and diversity.

Key Requirements

Qualifications and/or Training

1. Degree qualification in education, training or teaching is required.

Experience

2. Demonstrated experience in education, training or teaching.
3. Experience working with vulnerable young people with complex needs and behaviours of concern will be highly regarded.

Knowledge, Skills and Attributes

4. Understanding of the impact of complex trauma, disrupted attachment and abuse/neglect on a child or young person's development and wellbeing, with an understanding of neurobiology frameworks and theories.
5. Demonstrated ability to provide leadership, direct service and develop education/vocational/ employment needs assessment and response planning for young people.
6. Proven report writing and verbal communication skills.
7. Capacity to provide consultation (individually and in groups) to Residential House Workers regarding the learning educational/vocation needs of young people engaged in the program.
8. Demonstrated commitment to working collaboratively and with the capacity to negotiate and liaise with the education, vocational and training organisation to advocate for improved client outcomes.
9. Proven teamwork skills and the ability to cultivate productive working relationships and adapt communication and engagement strategies to the needs of the team.
10. Demonstrated resilience and ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies and the establishment and maintaining of appropriate professional boundaries.

Child Safety

1. Demonstrated commitment to the safety of children, young people and adults in a respectful and inclusive environment for all diversity groups in accordance with the *Catholic Safeguarding Standards, National Principles for Child Safe Organisations, Child Safe Standards* and any other relevant legislation.
2. Demonstrated knowledge and application of child safe legislation, principles, standards and practices.
3. Demonstrated understanding of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

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Other Requirements

- Current driver's licence.
- Current Victorian Working with Children Check.
- Current Australia-wide Police Check.
- A Statutory Declaration (provided by CatholicCare Victoria) to declare that: you have not lived overseas for more than 12 months in one country; OR if you have lived overseas for more than 12 months, that you have no criminal history overseas.
- International Police Check (where applicable).
- Disqualified Carer's Check (where applicable).
- Right to Work in Australia.

Please note, CatholicCare Victoria will conduct the Police Check/s and Disqualified Carer's Check.

It is the incumbent's responsibility to maintain a current valid Driver's Licence, Victorian Working with Children Check and Right to Work in Australia.

The incumbent is required to agree to undertaking a Police Check every three (3) years (or earlier to comply with specific contractual or legislative obligations and requirements).

Signatures

This section is to be signed upon appointment:

Name:	
Signature:	
Date:	

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