



Caroline Chisholm Catholic College

Position Description – Youth Liaison Officer

CLASSIFICATION: Education Support Officer

REPORTS TO: Principal via Deputy Principal (Student Wellbeing) and Student Liaison Team Leader

The College Youth Liaison Officer will work closely with the Student Liaison Team Leader to guide and support our students in their personal, social and educational development, with a view to help them reach their full potential in society. The Youth Liaison Officer will provide support and advocate on behalf of the student.

Duties

Specifically, duties include:

- Collaborating with the Deputy Principal (Student Wellbeing) and Student Liaison Team Leader to identify students at risk
- Meeting with students to identify and discuss their concerns
- Provide support and advice to students in a one-on-one or group setting
- Assess risks and provide mentoring to students
- Refer students to the College Counsellors/Psychologists if needed
- Act as an advocate and raise issues with the relevant Director of Campus
- Plan, implement and facilitate programmes focused on the specific needs of students, such as, building resilience, anger management, behaviour management, self-development
- Organise and supervise group activities that facilitate greater student engagement
- Seek relevant funding as available
- Liaise with Learner Mentors, subject teachers, and others as required
- Provide administrative support to students regarding applications
- Maintain student files
- Introduce programmes that will focus on improving relationships for students
- Work in a manner that is both accepting and compassionate
- Ensure that College standards and expectations are promoted
- Work in collaboration with the Deputy Principal (Student Wellbeing) to develop programmes to address specific student needs
- Proactively engage with students to develop a greater sense of self and the possible impact on others
- Keep abreast of College software / data packages

Team Culture

- Positively contributes to building effective team culture
- Positive assistance to team members and other teams to successfully achieve tasks within time frames
- Organisational decisions implemented and reinforced in a positive way

Key Performance Indicators

- 100% accuracy in translation
 - Initiation and implementation of student programmes on an annual basis
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These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment.

Other duties as directed by the Principal

Selection Criteria

- A commitment to Catholic Education
 - Appropriate qualifications and/or experience
 - Experience in the use of computerised database systems including accurate, efficient and effective data entry.
 - Strong knowledge of Windows based computer applications is essential
 - The ability to work under pressure with accuracy
 - Time management skills and the ability to develop, maintain and monitor own work programme to meet deadlines
 - Ability to exercise high work ethics
 - Ability to work under limited direct supervision and to exercise discretion within established work practices
 - Highly developed oral and written communication and interpersonal skills
 - Experience in working within a team environment
 - Holds valid Working with Children Check
 - National Police Check
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Terms & Conditions

Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA). This Education Support Category will be commensurate with the role.

This position will undergo a performance review during the tenure period.

Caroline Chisholm Catholic College is a Child Safe School
