



POSITION DESCRIPTION

Position title:	Learning Support Program Coordinator
Time fraction	0.2 FTE 15.0 hours per week (5 hours per School per week)
Position holder:	Vacant
Position reports to:	Manager, Family and Relationship Services, Barwon
Program:	Settle Well (Outpost)
Location:	Geelong (Christian College, Bell Park North Primary School, Western Heights Secondary College)

MISSION - VISION - VALUES

Relationships are at the heart of why CatholicCare exists. We help people to build positive relationships, and repair connections when needed.

CatholicCare works on behalf of the Archdiocese of Melbourne and the Diocese of Sale with a mission to break down the barriers to social inclusion by strengthening families and communities.

Our vision is for a stronger, more resilient and inclusive society – where everyone can reach their potential and enjoy life to the full.

We draw on the principles of Catholic Social Teaching to inspire and direct our endeavours. As an organisation, and as individuals, we value; Dignity, Compassion, Collaboration, Inclusion, and Responsibility.

“I have come so that you may have life and have it to the full”

{John 10:10}

POSITION PURPOSE

To provide extra learning support to students from a CALD background within an after school hours’ program. This program aims to increase each student’s capacity to engage in learning at school, increase social connections and to build their confidence as a learner. The staff member will work in collaboration with the students and the school to implement the Learning Support Program.

The position works collaboratively with partner agencies to meet the goals and objectives of CatholicCare and the requirements of the funding body (Centre for Multicultural Youth, CMY).

POSITION ACCOUNTABILITIES

NOTE: This position description intends to describe the general nature and level of work related to this role. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not necessarily significant.

KEY RESULT AREA	ACCOUNTABILITY	INDICATORS
Service Delivery	Coordinate weekly Learning Support Program sessions, which support and promote individual student voices as part of the ongoing program development	Evidenced through session plans, student/school feedback
	Proactively engage with students and key school staff across Christian College, Western Heights College and Bell Park North Primary School to plan, design and facilitate the program, including planning additional sporting or extracurricular activities each term	Evidenced through program evaluation, session plans and student/school feedback
	Ensure systems and information is in place to facilitate confidential student referrals to appropriate services (internal and external) as necessary	Evidenced through program reporting, client data
	Engage with students, their families and the schools to plan one to two family workshops per school per term, with topics/content/presenters to be decided through consultation with students	Evidenced through photos, case studies, student/school feedback
	Provide afternoon tea for students on a weekly basis	Evidenced through student feedback
	Actively participate in program evaluation processes	Evidenced through program evaluation
	Support a positive culture of Occupational Health & Safety at all times, with a particular focus on ensuring safety of students (as per Child Safe policy), including safe and timely pick-up of students at the end of the weekly sessions	Evidenced through program evaluation, session plans and student/school feedback
	Ensure all relevant client data is accurately and timely entered into Client Management System (Penelope) for internal and external reporting purposes	Evidenced through Penelope Error reports and Tableau reports
Relationships & collaboration	Develop and maintain strong relationships with all schools, CMY and key internal/external stakeholders, ensuring attendance at relevant meetings	Evidence through attendance at key program meetings
	Participate in clinical supervision and professional development opportunities	Evidence through supervision agreement and PD register
Other duties	Other duties, consistent with the position, as required and directed	

KEY SELECTION CRITERIA

Qualifications

- Tertiary qualifications in social work, education, youth work or similar

Competencies

- Knowledge and experience in working with students from CALD communities
- Strong understanding of a variety of theoretical frameworks and intervention strategies to support students with their learning
- Commitment and ability to work in partnership with students, colleagues and other organisations
- Excellent written and verbal communication skills
- Basic skills using the Microsoft Office Suite

Personal qualities and attributes

- Ability to work effectively in, and contribute to, a positive and productive team environment
- Commitment to the values of CatholicCare

Other requirements

- A Victorian Driver Licence
- A current Australia Wide Police Check
- An International Police check (if you have lived overseas for 12 months continuously in the past 10 years)
- A current Working with Children Card

JOB SCOPE

Roles reporting to this position:	<ul style="list-style-type: none">• N/A
Key stakeholders – internal:	<ul style="list-style-type: none">• CCAM Manager, Family and Relationship Services, Barwon; Settle Well Family Counsellor
Key stakeholders – external:	<ul style="list-style-type: none">• CMY; Bell Park North Primary School; Christian College; Western Heights Secondary College
Budgetary accountability:	<ul style="list-style-type: none">• Low
Confidentiality of information:	<ul style="list-style-type: none">• High

JOB CONDITIONS

The incumbent in this role is authorised to act as a family counsellor on behalf of CatholicCare in accordance with section 10C(1)(b) of the Family Law Act.

Conditions of Employment are in accordance with the Centacare Catholic Family Services (CCFS) Employment Agreement 2008. CCFS changed its name to CatholicCare on 4 April 2011, but the Centacare Catholic Family Services Employment Agreement 2008 endures until it is re-negotiated and updated. CatholicCare has Public Benevolent Institution tax status; our employees can reduce their taxable income through salary packaging and thereby increase their take-home salary.

All staff employed by CatholicCare are expected to perform their work in a manner consistent with the mission and practice framework of the organisation.

There may be occasions when overtime is necessary to complete tasks; however, this is not the norm.