| Agency | Department of Education | | | Work unit | Katherine Flexible Learning and Engagement Centre |
| --- | --- | --- | --- | --- | --- |
| Job title | Flexible Learning Mentor | | | Designation | Administrative Officer 4 96% |
| Job type | Full Time | | | Duration | Fixed to 31/12/2021 |
| Salary | $68,247 - $78,347 | | | Location | Katherine |
| Position number | 39256 | RTF | 204852 | Closing | 27/01/2021 |
| Contact | Christine Sutherland on [christine.sutherland@nt.gov.au](mailto:christine.sutherland@nt.gov.au) | | | | |
| About the agency | <http://www.education.nt.gov.au/> | | | | |
| Apply online | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=204852> | | | | |
| Information for applicants Applications must be limited to a one-page summary sheet and detailed resume-.  The NTPS values diversity and aims for a workforce that represents the community. The NTPS encourages people from all diversity groups to apply for vacancies. For more information about applying for this position and the merit process, go to the [OCPE website](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/applying-for-and-filling-jobs/information-for-applicants).  Under the agency’s Special Measures Recruitment Plan eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/special-measures). | | | | | |

# Primary objective

Develop a deep professional relationship with marginalised young people for education outcomes, family support, and community engagement within a trauma informed framework. Assist teachers with the preparation and presentation of classroom organisation, materials, teaching aids and support the provision of culturally appropriate, accessible, quality education and/or engagement with community.

# Context statement

Katherine Engagement Centre is a situated in Katherine Town. It is a Flexible Learning Centre for disengaged and at risk teenagers in the Katherine area. The Katherine Engagement Centre is a new initiative with exciting possibilities and opportunities to establish a much needed successful and sustainable alternative education model in the Northern Territory.

# Key duties and responsibilities

1. Engage with and implement the principles and programs guided by the Youth+ Institute advisors.
2. Support young people to access support services e.g. counselling, health support, community activities.
3. Work collaboratively with the team to support/develop cultural links, community and family connections which support the engagement and connection of young people to learning and the wider community.
4. Collaborate with the team to support a socially inclusive program that responds to the physical, intellectual, social, spiritual and cultural needs of young people.
5. Participate in the daily routines and activities of the Centre e.g. morning meetings, lunch, electives, outings, camps.
6. Maintain appropriate records and prepare reports as required.

# Selection criteria

# Essential

1. Well-developed interpersonal skills with a proven ability to work within a trauma informed environment.
2. Demonstrated knowledge of cross cultural, current youth trends and issues, social and community issues affecting marginalised school aged youth and their families.
3. Relevant experience and skills working within a coaching and mentoring framework for youth at risk of social isolation, juvenile justice involvement, low education outcomes and unemployment and who may be living in care.
4. Experience working within a school environment.
5. Ability to organise and achieve own workplace objectives including experience in exercising initiative, confidentiality and problem solving.
6. Proven ability to work in a team and establish and maintain good working relationships and networks.

# Desirable

1. Certificate 4 or higher in a youth related field.
2. Understanding of working under four principles of operation: Respect, Participation, Safe and Legal, and Honesty.

# Further information

All applicants must have a current Working with Children Notice (Ochre Card) from SAFE NT.

**Approved:** January 2021 Sharon Oldfield, Katherine High School