

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Quality Teaching and Learning
Job Title	Mentor	Designation	Administrative Officer 5
Job Type	Full Time	Duration	Ongoing Commencing 04/11/2019
Salary	\$82,241 - \$86,524	Location	Darwin
Position Number	41035 RTF 173373	Closing	16/09/2019
Contact	Krystal Withers, Senior Manager Youth Skills Centre on 08 8901 1341 or krystal.withers@nt.gov.au		
Agency Information	http://www.education.nt.gov.au/		
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached resume/cv For further information for applicants and example applications: click here		
Information about Selected Applicant's Merit	If you are selected and accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: click here		
Inclusion & Diversity	The NTPS values diversity and aims for a workforce which is representative of the community we serve. We strongly welcome and encourage people from all diversity groups to apply and strive to accommodate people with disability by making reasonable workplace adjustments when required. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer.		
Special Measures	Under an approved Special Measures recruitment plan, Aboriginal and Torres Strait Islander applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level.		
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfId=173373		

Primary Objective: To work with the training team, mentors and health professionals to assist students with all aspects of their wellbeing and engagement in education and training. This will include developing a professional relationship with marginalized young people for educational outcomes, family support, social and emotional support and community engagement within a trauma informed framework.

Context Statement: Education Policy and Programs provides policy development advice and low incidence support across the Northern Territory to Government and non-Government schools, as well as strategically implementing a range of the Australian and NT Government early childhood education and care initiatives to improve the quality and integration of early childhood services. Staff in Education Policy and Programs liaise with and provide advice to the Minister, Department of Education senior executive, regional personnel and school principals on issues of policy, procedure and performance as it relates to community; teaching, learning and assessment, early childhood education and care; vocational education and training; and cross agency and intergovernmental relations.

Key Duties and Responsibilities:

1. As part of the Youth Training team develop a safe, supportive and culturally inclusive environment that works to engage young people in education and/or employment pathways.
2. Work within a trauma informed framework to provide in-class support, engagement, advocacy, referrals, crisis management and personal support plans.
3. Establish and maintain appropriate interpersonal relationships between the young person, school, families and community.
4. Operate within a coaching and counselling framework to support attendance in education and training.
5. Maintain appropriate records, case notes and prepare reports as required.

Selection Criteria

Essential:

1. Proven ability to work within a trauma informed framework providing support to young people who may experience significant wellbeing and mental health issues and behaviours associated with childhood trauma.
2. Demonstrated cultural competency, and knowledge of current youth, social and community issues affecting marginalised school aged youth and their families.
3. Demonstrated skills and experience in the provision of wellbeing support to marginalised young people including the ability to case plan, provide appropriate interventions, advocate and initiate referrals.
4. Demonstrated organizational, time management and problem solving skills, ability to maintain confidentiality and the capacity to show intuition when dealing with complex situations.
5. Proven ability to work collaboratively and communicate effectively within a multidisciplinary and culturally diverse team including education staff, health professionals, families, non-government organisations and members of the broader community to support student's education and vocational pathways.

Desirable:

1. Certificate 4 or higher in a youth related field.
2. Experience working within an educational context.

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

Approved: August 2019

Andrew Oliver, Director Industry Training Programs