

Mission Australia

About us: Mission Australia is a national Christian charity that has been helping vulnerable Australians move towards independence for over 160 years.

We've learnt the ways for people to become more self-sufficient are different for everyone. This informs how we support people by combatting homelessness, assisting disadvantaged families and children, addressing mental health issues, fighting substance dependencies, and much more. Our team applies different approaches, alongside government, our corporate partners and everyday Australians who provide generous support.

Together, we stand with Australians in need until they can stand for themselves.

Purpose: Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.

"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)

Values: Compassion Integrity Respect Perseverance Celebration

Goal: To reduce homelessness and strengthen communities.

Position Details:

Position Title: School Attendance Officer

Classification: Community Services Employee

Level: 3

Function: Service Delivery

Reports to: Programs Manager, Meekatharra

Position Purpose: To support young people, parents, families, local organisations and agencies, as guided by the Attendance Activity Plan, to enable young people to attend school regularly, on time and for a full school day

Position Requirements (What are the key activities for the role?)

Key Result Area 1	
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Use the RSAS Attendance Activity Plan, particularly the list of daily activities, to support young people and their families to attend school each day, on time and to remain at school all day; Work with families to develop family plans to address the challenges that inhibit young people attending school; Work collaboratively with the school and other local agencies to identify and work with young people most at risk of non-attendance; 	<ul style="list-style-type: none"> Attendance Activity Plan is followed and there is evidence amongst some families that school attendance is increasing; Family plans are developed and agreed to by parents and students; Students at risk of low or no school attendance are identified and supported, with their families, to attend school;

<ul style="list-style-type: none"> • Perform daily, weekly and periodic tasks, such as morning and afternoon bus runs, food preparation for school lunches, after school and holiday activities, access to school uniforms as well as help deliver rewards and incentives for young people and their families with increased school attendance. 	<ul style="list-style-type: none"> • Daily, weekly and periodic tasks are completed to support the continuous operation of RSAS and assist young people and their families attend school.
Key Result Area 2	
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Participate in a range of community meetings to share information to highlight the needs of families to increase school attendance; • Actively participate in supervision and learning and development programs and peer development activities as required. • Participate in community activities and events to increase awareness about the benefits of acquiring an education. 	<ul style="list-style-type: none"> • Effective contribution is made to relevant community forums to improve the position of families in the community; • Development activities are fully engaged in; • Provide community education and participate in community events as required.
Key Result Area 3	
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Develop strong internal relationships to contribute to the effective functioning of the service and improved outcomes; • Develop strong relationships with key external stakeholders including Meekatharra District High School, the Department for Communities, WA Police Service, , Youth Justice, The Meekatharra Youth Centre and other service providers to assist young people and families with information, support and referral in order to increase school attendance; • Actively promote RSAS across all relevant providers in the region. 	<ul style="list-style-type: none"> • Strong internal relationships are developed resulting in improved service delivery and service outcomes; • Strong external relationships result in effective interactions and information sharing to address individual and familial barriers and challenges to young people attending school; • Positive relationships are built with local and regional agencies.
Key Result Area 4	
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Collect, maintain and share clear, accessible and up-to-date data on MACSIMS and RSAS forms; • Provide the RSAS Coordinator with information to include in six-monthly reports; • Adhere to all relevant internal and external policies and procedures, statutory and contractual requirements including client confidentiality, duty of care and WHS; • Engage in evaluation activities where required; • Provide timely feedback to the RSAS Coordinator and Programs Manager on local risks, issues and opportunities. 	<ul style="list-style-type: none"> • Data is collected and entered daily; • Information for reports and statistics are submitted accurately and on time; • All relevant internal and external policies are adhered to at all times; • Regular reviews of RSAS ensure provide opportunities for continuous improvement; • Information is regularly shared with the RSAS Coordinator and Programs Manager in team meetings and other communication forums.
Key Result Area 5	

Key tasks	Position holder is successful when

Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace
- Ensure required workplace health and safety actions are completed as required
- Participate in learning and development programs about workplace health and safety
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries.

Purpose and Values

- Actively support Mission Australia’s purpose and values;
- Positively and constructively represent our organisation to external contacts at all opportunities;
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
- Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;
- Follow reasonable directions given by the company in relation to Work Health and Safety.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries.
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards.
- Actively support Mission Australia’s Reconciliation Action Plan.

Recruitment information

Qualification, knowledge, skills and experience required to do the role

- Previous experience working with young people within the community service or education sector;
- Ability to engage and work with all members of the community, including young people, parents, grandparents, carers and other family members;
- Ability to engage with local groups and organisations, particularly the Meekatharra Aboriginal Reference Group, agencies, local organisations and the school;
- Good communication, written, computer and organisation skills;
- Ability to provide information, advocacy, referrals and support as required;
- Punctual and reliable;
- Capacity to role model effective and professional work practices;
- Ability to deliver service outcomes on time and compliant with funding requirements.

Key challenges of the role

- The ability to remain focused and motivated while working autonomously and in a team in a varying environment;
- Be creative in addressing issues or challenges facing the community in order to achieve desired outcomes

Compliance checks required

Working with Children

National Police Check

Vulnerable People Check

Drivers Licence

Other (prescribe) _____

Approval

Manager name

Approval date