

Social Worker – Back on Track Program

STATEMENT OF DUTIES

OCTOBER 2024

Number	Generic
Portfolio	Schools and Early Years
Branch	Student Support
Section/Unit/School	Specified Learning Service
Supervisor	Principal Project Officer - Engagement and Attendance
Award/Agreement	Allied Health Professionals Industrial Agreement
Classification	Level 1-2
Employment Conditions	Permanent or fixed-term, full-time or part-time, up to 76 hours per fortnight, 52 weeks per year including 4 weeks annual leave. Interstate and intrastate travel may be required.
Location	As Specified

Context

The Back on Track program focuses on supporting young people to engage with the requirements of the Education Act, with a specific focus on young people who have not transitioned from year 10 to years 11 or 12. The program aims to support young people without an active enrolment by reconnecting and assisting them in navigating personal barriers to education and learning, to successfully assist in their re-engagement with education or training.

Primary Purpose

Within this context the incumbent will work as a member of a multi-disciplinary team to provide a social work service which supports young people and their families. The Social Worker will contribute to building the capability and capacity of young people to improve student transition, retention and attendance.

Level of Responsibility/Direction and Supervision

The occupant will receive general direction from the Advanced Skills Teacher, and will work independently on a day-to-day basis with broad operational and strategic direction from the supervisor,

The incumbent is responsible for the professional management of assigned caseloads and will provide professional practice supervision to Youth Engagement Workers within the Back on Track program.

The incumbent is responsible for the effective delivery of social work services within the team, and will assist in the delivery of professional activities for assigned Social Workers.

The occupant of this position will be appointed as an Authorised Person under the Education Act 2016 and will undertake their duties in accordance with this.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Provide professional and direct advice and services such as counselling, mediation, advocacy, advisory and information services for schools, students and families/caregivers to improve young peoples' well-being and access and participation outcomes.
2. Act as an Authorised Person under the Education Act 2016 and where appropriate undertake investigations into unauthorised absences, mandatory reporting requirements and other duties relevant to the decision-making framework.
3. Participate as a member of a multi-disciplinary team and contribute to the development, implementation, and evaluation of the Back on Track Business Plan.

4. Assist with complex case management and support the broader team to reflect on their practice and provision of wellbeing supports.
5. Assist Advanced Skills Teacher to provide leadership advice and specialist support in response to critical incidents and emergencies.
6. Maintain a contemporary knowledge of the Disability Standards in Education, the Disability Discrimination Act and the Nationally Consistent Collection of Data.
7. Collect, collate, and maintain student information and records to meet legislative and DECYP requirements to inform research and policy development.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
9. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated experience as a social worker, preferably in an educational context with disengaged students, together with a proven ability to interact and work effectively in individual, group and community modes of practice.
2. Demonstrated advanced competencies in social work practice for adolescents, including professional practice supervision and complex case management.
3. Proven high-level oral, written and interpersonal communication skills and the ability to utilise appropriate resources to assist young people and families.
4. Highly developed personal skills of self-direction, initiative, innovation, problem-solving and flexibility, with the ability to work both independently and collaboratively as a member of a multi-disciplinary team.
5. Demonstrated knowledge of educational, training, and work pathways for young people, together with a knowledge of departmental policies and practices relevant to supporting young people and their participation in education and training.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of

any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Tertiary qualification/program of study accredited by the Australian Association of Social Workers (AASW) and is a full member of AASW or is eligible for membership with the AASW.
- Current Drivers Licence

Desirable

- Nil

Working within the Department for Education, Children and Young People

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at

<http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 103974 – Deputy Secretary Corporate Services – February 2008

Request: 091-2001/02, 308-2003/04, 079-2005/06 & 041-2006/07

Date Duties and Selection Criteria Last Reviewed: 02/21 CD/DL, SW 10/24
