



# Role profile

<b>Closing date:</b>	
<b>Contact for further information:</b>	Coordinator: Ph: 07 40560666 Email: Alicia Hari <a href="mailto:dhari6@eq.edu.au">dhari6@eq.edu.au</a> Ms. Susanne Dale : Ph: 07 42264100 Email : <a href="mailto:susanne.dale@gyhsac.org.au">susanne.dale@gyhsac.org.au</a>
<b>Title:</b>	School Engagement Officer – Remote School Attendance Strategy
<b>Locations:</b>	Yarrabah Aboriginal Community
<b>Salary per annum:</b>	To be advised
<b>Employment type:</b>	Full Time Part time and or Casual
<b>Job duration:</b>	Temporary to the 31 <sup>st</sup> of December 2021 with strong possibility of continuation
<b>Job ad reference no.:</b>	
<b>Additional requirements:</b>	This is an identified position. Under s25 of the Anti-Discrimination Act 1991 (Qld), there is a genuine occupational requirement for the incumbent to be Aboriginal or Torres Strait Islander person.

Gurriny Yealamucka Health Service (GYHSAC) is an incorporated Aboriginal community-controlled health organisation. The core business of GYHSAC is to provide a culturally sensitive multi-purpose primary health care service and to implement the Yarrabah Health Strategic Plan through the Yarrabah Health Framework Agreement in partnership with Queensland Health, Yarrabah Aboriginal Shire Council & Commonwealth Department of Health & Ageing.

Gurriny Yealamucka operates a large holistic health service incorporating several General Practitioners, Registered Nurses, Indigenous Health Practitioners and Health Workers, Social, Emotional and Well-Being Workers and contracted external Medical Specialists and Allied Health Professionals.

Gurriny Yealamucka is in the process of developing its Model of Care based on a Trauma Informed Care and Practice approach which recognises and acknowledges trauma and its prevalence, alongside awareness and sensitivity to its dynamics, in all aspects of service delivery.

TICP is grounded in and directed by a thorough understanding of the neurological, biological, psychological and social effects of trauma and interpersonal violence and the prevalence of these experiences in our clients. It creates an organisational culture and service delivery platform that is personal, holistic, creative, open and therapeutic.

TICP is a strengths-based framework that is responsive to the impact of trauma, emphasizing physical, psychological, and emotional safety for both service providers and survivors; and creates opportunities

for survivors to rebuild a sense of control and empowerment both as individuals and within their community.

We work closely with government agencies at all levels, industry and community representatives to:

- enable people to acquire skills and abilities to actively participate in the community
- develop and implement social and economic initiatives to strengthen the capabilities of Yarrabah residents.

Girriny Yealamuka has been successful in attaining program funds to implement the Remote School Attendance Strategy (RSAS) which is designed to lift school attendance levels in specific remote communities by employing local RSAS Teams to

- support parents, guardians, carers, community members and students to help get children to school every possible day;
- to work cooperatively with families, community members and schools to put in place strategies to support school attendance; ensuring children go to school every possible day and
- Support the school to re-engage with the education system

The Remote Student Attendance Strategy (RSAS) aims to make school attendance the norm, and in doing so, contribute to meeting or exceeding the COAG target of 90 per cent attendance for all students.

## Why join our team?

Girriny Yealamuka Health Service Aboriginal Corporation will support you to build a challenging and rewarding career while maintaining a healthy work and life balance. We are committed to providing employees with access to a flexible work environment and welcomes the opportunity to discuss these arrangements. You will enjoy a competitive salary, superannuation, salary packaging, flexible working hours, flexible leave options, a safe and healthy work environment and professional development.

## Role Scope

The overall role of the Remote School Attendance Strategy School Engagement Officer is to:

- Support the operation of the School Attendance service which enables and assists all children and young people, their parents and or carers to actively participate and attend school on a consistent and regular basis.
- Support the improvement of the school attendance rate of children and young people who are legally required to attend school under the guidance of the RSAS Team Leaders and RSAS Coordinator.
- Assist in the operation of a community - based school attendance program which includes support programs to empower students and their families under the guidance of the RSAS Team Leader and RSAS Coordinator.
- Support the work activities of the RSAS program to address social causes which impact on children and young people and their parents and carers to actively engage and attend school.

## Key responsibilities of this role

- Assist and maintain community partnerships and service coordination to work together to support a successful Remote School Attendance Strategy.

- Support the operation of innovative strategies and timeframes to increase student, parents and the community's participation in schooling institutions.

Provide regular and timely, written advice on students and their families to the Team Leaders and the RSAS Coordinator particularly in relation to up to date data on school participation rates community participation problems and issues impacting school attendance.

- Provide practical support to students and families to help improve the student's attendance and Display professionalism at all times when undertaking your role and provide leadership and positive role modelling to the community by supporting all school-aged children under your care to attend school every day.
- Provide support and guidance in the development of student's profiles to ensure the most appropriate support services are engaged to meet their needs.

## Working relationships in this role

Reports directly to RSAS Coordinator in collaboration with Girrinny Yealamuka/RSAS project Control Group.

The position is to support, facilitate and maintain the important working relationship and daily engagement between the School Engagement Officers and students, families and support agencies and teaching staff of the Yarrabah State School – Primary and Secondary campuses

## Delegations

The position has human resource management delegations under the direction of the RSAS Coordinator and in accordance with Education Queensland and Girrinny Yealamuka's policy and procedures.

## How will you be assessed for this Role?

Your merit will be assessed based on the following key capabilities as they relate to the role:

### **Vision**

- You understand the overall purpose of the Remote School Attendance Strategy (RSAS)
- You understand how your work supports to the intentions of RSAS and the importance from the Yarrabah community context.
- Acts proactively
  - You are self-directed and can work to agreed priorities, outcomes, time limits and see a task through to completion
  - You show initiative and are able to work unsupervised to achieve project targets by identified community priorities to deliver outcomes
  - You demonstrate well developed oral and written communication skills and can collect and produce reports
- Focuses on clients

- You actively work to understand the needs and expectations of the target group and important stakeholders to achieve results to increase the overall attendance in schooling institutions by children and young people

### Results

- Focuses on performance
  - You are an achiever and know what is expected of you
  - You have experience in working with children, young people their families and disadvantaged groups
- Manages internal and external relationships
  - You build and maintain positive networks to achieve results
  - You are able to establish new networks where necessary
  - You have demonstrated ability and capacity to meet deadlines and work independently and participate as part of a team.

### Accountability

- Displays rigour in analysis
  - You deliver outcomes, and produce accurate data and evidence and draft work reports
- Applies specialist knowledge and skills
  - You are able to apply evidence and possess skills to evaluate program effectiveness and identify program improvement.

### Cultural Capability

- You are able to communicate effectively with Aboriginal peoples and Torres Strait Islander peoples and able to negotiate, advocate and sensitively support families in Yarrabah.
- You have a very good understanding of current issues affecting families from Yarrabah, and the ability to recognise their needs and assist in the development of appropriate support programs.

## Key Selection Criteria

1. Demonstrated ability to communicate effectively and sensitively (both interpersonally and in writing) with families, groups and individuals and ability to negotiate and advocate on behalf of families.
2. Demonstrated understanding of current issues affecting families from Yarrabah, and the ability to recognise their needs and support the development of appropriate responses.
3. Demonstrated ability to maintain accurate data and records and undertake various administrative and other relevant duties.
4. Knowledge and experience in group processes and facilitation, especially with vulnerable families and young people.
5. Demonstrated ability to be reliable, professional, and capacity to meet deadlines, work independently and participate as part of a team.

### Important information for applicants

- Successful applicants will be subject to a criminal history check and/or blue card screening for roles that work with children

- Gurriny Yealamucka Health Service has a 6-month probation period for new employees
- Successful applicants will be required to disclose any previous serious disciplinary action
- Some work out of hours may be required from time to time.
- Maintain accurate and legally acceptable records, ensuring the security of documentation at all times

## How to apply

Your application should be comprised of:

- a **statement (not more than two pages)** that summarises your skills, experience and achievements against the key capabilities within the context of the role responsibilities and;
- a **current resume** containing details of 2 referees
  - At least one referee should have a thorough knowledge of your work over the past two years as your manager or supervisor; and
  - A person who can attest to your knowledge, skills or experience to demonstrate cultural capabilities. This person may be a community member, supervisor or work colleague. **This is a mandatory requirement.**

### **Forward your application via email and or deliver to:**

Please mark: ***RSAS Coordinator Position Application.***

### ***Address the application to:***

Susanne Dale Human Resources Manager - [susanne.dale@gyhsac.org.au](mailto:susanne.dale@gyhsac.org.au)

Gurriny Yealamucka Aboriginal Community Control Health Service

1 Bukki Road Yarrabah Q 4871

Clinic: 07 4226 4100

<b>Approved by:</b>	
Delegates title:	Chief Executive Officer
Delegate's name:	Susan Andrews
Signature	Date: