



# Position Description

## Education Consultant

Wesley Dalmar Out of Home Care  
January 2019

### Agreement

\_\_\_\_\_  
Signed – Manager

\_\_\_\_\_  
Signed – Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Do all the good you can**  
because every life matters



# Education Consultant

## Wesley Dalmar Out of Home Care

### 1 Overview of Wesley Mission

Wesley Community Services Limited, a company limited by guarantee pursuant to the Corporations Act 2001, is a Public Benevolent Institution operating as Wesley Mission to deliver services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in word and deed. Our vision is to:

“Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can”.

Out of Christian love and compassion we are driven by Christlike servant hood, unfailing integrity and courageous commitment.

The organisational plan is based on four key result areas, namely:

- our clients
- our people
- our operations
- our financials.

Our position descriptions and performance plans are aligned with these four key result areas.

### 2 Overview of Wesley Dalmar Out of Home Care

The Wesley Dalmar is an Out of Home care service accredited by the Office of the Children’s Guardian (OCG) and regulated by OCG standards. Wesley Dalmar supports children and young people who enter care and carers and birth families associated with the child or young person in care.

Permanency is a key driver in our work, as we seek to ensure that all children we care for are in the optimal placement to meet their needs and optimise their potential. Our work is underpinned by the legislated hierarchy of the Permanency Placement Principles.

### 3 Overview of role

The core function of the Education Consultant role is to, in consultation with the Education Program Manager and Out of Home Care Team; to provide individual education support for the case management of children and young people; to support and encourage children and young people in care throughout their schooling to be active participants in their own learning.

This is achieved through;

- To work with an allocated caseload of children and young people providing them with direct education support through implementing, monitoring and reviewing education intervention processes.
- To provide 1 on 1 support to children and young people needing additional support.
- To support the school and carers in assisting the child or young person to meet the education goals identified in his/her Education Plan.



- To guide stakeholders in creating optimal learning environments for children and young people who have experienced trauma so that they may reach their full potential
- To advise appropriate informed recommendations in relation to education pathways and necessary educational interventions

## 4 Relationships

- **Reports to:** Education Program Manager (Northern or Sydney), Out of Home Care
- **Working with:** Wesley Dalmar OOHC Program members (Program Manager, Team Leaders and Case Managers) and fellow WrapAround service providers (Clinical, Aunties and Uncles, Take Charge of Your Life, Keeping Connected) as appropriate.
- **Direct Reports:** Education Mentors
  - Other relevant organisations outside Wesley Mission e.g. Uniting Church, government departments, service providers, industry organisations and key stakeholders.

## 5 Major role responsibilities

### 5.1 Our clients

- To conduct comprehensive assessments, develop professional reports and education intervention plans.
- To manage all aspects of assigned caseload in consultation with Education Program Manager.
- Review education referrals prior to education referral meeting and contribute to possible interventions.
- To assess referrals for education support in consultation with other education team members and education management during education referral meeting.
- To develop and source resources which will assist in the provision of the education support needs of Wesley Dalmar's Out of Home Care Programs.
- To perform other duties from time to time, determined by the Education Program Manager (and on-site Program Manager after discussion and approval from Education Manager).
- To establish close relationships with schools to best support children and young people on their caseload.
- To advocate for all children and young people in the Out Of Home Care program when necessary to ensure education needs are met.
- To attend all case reviews of school aged students (including pre school clients) to assist in ensuring a planned and coordinated approach to case management which encourages the participation of all stakeholders especially that of the child or young person involved
- To attend all initial school meetings with children and young people in the Out Of Home Care program to develop an Education Plan.
- To attend all important and significant school meetings for Out of Home Care clients which may include transition to school meetings, suspension resolution meetings etc.
- To promote access for clients to a range of educational resources to support their learning and to have opportunities beyond the school day to engage in activities to promote learning
- be a strong ambassador for the Wesley Dalmar Out of Home Care team.



### 5.1.1 Performance Measures

- 100% of clients have an Education Plan which is assessed and reviewed annually
- 100% of school aged children/young people attend an appropriate educational institution
- 100% of children and young people are provided with additional learning support in cases where a review or an education institution has identified a need
- 100% participation and feedback provided within case reviews for school aged children

### 5.2 Our people (our team)

- To recruit, train and supervise Education Mentors for the program
- To work collaboratively with other team members and be willing to co-operate with both government and non-government agencies in the best interests of the child/young person.
- work as a member of a team by participating in team meetings and tasks, team building activities, conflict resolution, service review, planning and evaluation.
- encourage people working with and caring for children and young people engage with schools or other educational or vocational institutions to support the child or young person's education
- encourage people working with and caring for children and young people share information about their child or young persons educational progress as required and where appropriate with consent of the child and/or young person
- participate in Wesley Mission's orientation and Induction Program and mandatory training as identified with supervisor.
- To maintain an understanding of the principles of Child Protection and work collaboratively with other government and non-government agencies to ensure the protection of all children and young people.
- adhere to privacy and confidentiality provisions as stated in legislation both State and Federal and Wesley Mission Policy.
- As an employee, to be responsible under the Occupational Health and Safety Act 1983 for the occupational health and safety of everyone you deal with during employment activities, reporting all hazards or injuries to your supervisor following Wesley Mission Policy and Procedures.
- develop a co-operative supportive relationship with all aspects of Wesley Dalmar's service areas.
- hold a current driver's license and be viewed and copied annually by the Education Program Manager.
- uphold the Christian philosophy, values and aims of Wesley Mission at all times
- promote and ensure adherence to Wesley Mission brand
- ensure all Human Resource (HR) policies and procedures are understood and adhered to
- on a quarterly basis, document your progress using the Employee Contribution & Development template and meet with your manager to discuss
- ensure your position description is up-to-date and identify career training and development and career growth opportunities for yourself



- regularly report to your manager on team issues such as resourcing needs, performance, training/development, disciplinary action, leave, Work, Health & Safety issues etc
- identify and recommend opportunities to increase team satisfaction
- attend all scheduled meetings.

### **5.2.1 Performance Measures**

- Participation in Employee Contribution and Development Plan to ensure practice in line with strategic goals and professional development
- Engagement, consultation and networking with professional networks/agencies/team members
- Support and supervise Education Mentors on an ongoing basis with clear communication and direction.

### **5.3 Our operations**

- Demonstrates an understanding and strict compliance with the protocols, policies and procedures concerning privacy, dignity and confidentiality
- To be aware of the need for confidentiality in all aspects of Out of Home Care work and ensure that confidentiality is respected at all times
- Participate at least annually in the Mission's Personal Review and Development Process
- Demonstrates commitment to Continuous Quality Improvement and the Accreditation Process
- Participates in the collection of information and data for quality improvement activities as required
- To collect on-going qualitative and quantitative data for the on-going evaluation of the program outcomes.
- Practices within the guidelines described in the Code of Conduct and Ethics and other Statutory requirements
- To ensure that all documentation is maintained in a professional manner according to Wesley Mission Dalmar OOHc procedures.
- To commit to a continuing process of personal and professional development and skills acquisition, including preparing for and attending monthly supervision and participating in annual performance appraisal PR&DP and undertaking professional training
- communicate the Wesley Mission brand and key messaging strategy to stakeholders to build effective relationships, gain their support and ultimately create advocates.

#### **5.3.1 Performance Measures**

- 100% compliance with Wesley Mission mandatory training requirements within 12 months
- Compliance with role specific systems and Out of Home Care policy/procedure
- Review school report data biannually to ensure clients with additional needs are identified and catered for
- Collect client satisfaction feedback biannually to review support structures



## 5.4 Our financials

- Ensure all projects are delivered to budget and seek opportunities to minimise expense wherever possible.

### 5.4.1 Performance Measures

- All reimbursements are entered within two weeks of purchase
- Ensure any costs incurred and expenses must be approved by the Education Program Manager to ensure budget requirements are met

## 6 Professional responsibilities

- as directed, other activities to support the delivery of the Wesley Dalmar; Out of Home Care Business Plan and Wesley Mission Strategic Plan, as requested by your manager
- as an employee, be responsible under the Work Health & Safety Act for the health and safety of all persons they come into contact with, during employment. All hazards and injuries must be reported through the normal process as set out in Wesley Mission's Work Health, Safety and Rehabilitation Quality Management System and site procedures
- in relation to Wesley Mission and the Uniting Church in Australia, attend such functions, meetings, seminars, training courses as directed by your supervisor
- in relation to Wesley Mission attend worship services as encouraged by your supervisor
- take responsibility for personal career development and training
- participate in Wesley Mission's Orientation program, so as to gain an understanding of, and promote, the application of the EEO, Affirmative Action, Privacy Act, Work Health & Safety Act and other relevant legislation
- administer Wesley Mission's philosophy of care and other relevant policy documents as appropriate
- demonstrate responsible stewardship of all resources, and willingness to report impropriety in keeping with the values of Wesley Mission
- ensure the reputation and integrity of Wesley Mission is maintained at all times
- participate in environmentally positive work practice
- adhere to policies and procedures addressing the requirements of Equal Employment Opportunity, Anti-Discrimination, Affirmative Action and Work Health and Safety
- regularly meet with Education Program Manager for supervision
- participate in ongoing training, staff satisfaction surveys and recognition activities as required
- to provide a professional service which complies with the Office of the Children's Guardian's Guidelines
- work with other staff and teams across Wesley Mission as well as the wider work of the Uniting Church as required
- to comply with Wesley Mission and Wesley Dalmar, Out of Home Care Policies and Procedures



## 7 Selection criteria

To be successful in this position, candidates must possess the following:

### Demonstrated behaviours

- willingness to affirm Wesley Mission's vision, mission and values and enthusiastically advocate our Word and deed ministry
- demonstrated ability to work unsupervised as well as an effective team player with a positive can-do attitude
- relates well to a range of people with sound listening and problem-solving skills
- confident professional with strong initiative and business acumen
- ability to work in a flexible environment
- displays emotional maturity and resilience.

### Essential knowledge

- A degree qualification (minimum Bachelor degree) from a recognised tertiary institution in education.
- Organisational processes and procedures (including records management, occupational health and safety practices, management of conflict of interest)
- The impact of trauma, attachment dysfunction and grief and loss have on the education of children and young people.
- Assessment, design, implementation and review of education plans for individual children and young people.
- Understanding of a variety of educational settings from k-12 and the necessary procedures within these education settings
- Experience or knowledge of Out of Home Care

### Essential skills

- Client-focused strength based approach
- Conducting comprehensive assessments, development of professional reports and educational intervention plans.
- Self-direction including initiative and the ability to prioritise activities
- Demonstrate high level communication (written and oral), negotiation and advocacy skills
- Sound record keeping, data collection and management, statistical analysis, report writing and computer skills including an ability to concisely and accurately record all key interactions and case notes
- Working collaboratively with other internal services and external stakeholders to achieve client needs and educational goals



- Experience in supervision and recruitment of staff
- Current NSW drivers license and a willingness to travel as required.