



Position Description

Education Consultant

Wesley Dalmar Out of Home Care
August 2024

Agreement

Signed-Manager

Signed-Employee

Date

Date



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:

“A Spirit-led disciple-making movement: doing all the good we can because every life matters”.

Out of Christian love and compassion we are driven by Christlike servanthood, 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

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.

4 Relationships

- **Reports to:** Education Program Manager, Out of Home Care
- **Direct reports:** Education Tutors

5 Major role responsibilities

5.1 Our clients

- work with an allocated caseload of children and young people, providing them with education support through implementing, monitoring and reviewing education intervention processes

- manage all aspects of an assigned caseload in consultation with Education Program Manager
- support schools and carers in assisting children and young people to meet the education goals identified in their Education Plan
- conduct comprehensive assessments, develop professional reports and education intervention plans as required
- assess referrals for education support in consultation with other education team members and education management
- provide one-to-one support to children and young people needing additional support
- develop and source resources which will assist in the provision of the education support needs of Wesley Dalmar's Out of Home Care Programs
- establish effective relationships with schools to best support children and young people on their caseload
- advocate for all children and young people in the Out of Home Care program when necessary to ensure education needs are met
- attend required case reviews of school and preschool clients to support a planned and coordinated approach to case management which encourages the participation of all stakeholders, especially that of the child or young person involved
- attend school meetings for children and young people in the Out Of Home Care program, including Education Plan meetings, enrolment meetings, suspension resolution meetings, etc
- perform other duties from time to time, determined by the Education Program Manager (and on-site Program Manager after discussion and approval from Education Program Manager)
- be a strong ambassador for the Wesley Dalmar Out of Home Care team.

5.1.1 Performance Measures

- 100% of school aged clients have an Education Plan which is reviewed annually
- 100% of school aged clients 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

5.2 Our people (our team)

- work collaboratively with other team members and be willing to co-operate with both government and non-government agencies in the best interests of children and young people
- 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 to engage with schools or other educational or vocational institutions to support education
- encourage people working with and caring for children and young people to share information about educational progress as required
- maintain an understanding of the principles of Child Protection and work collaboratively with other government and non-government agencies to ensure the protection of children and young people
- recruit, train and supervise Education Tutors for the program
- develop a co-operative and supportive relationship with all aspects of Wesley Dalmar's service areas
- 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 Contribution & Development Plan 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

- ongoing participation in a Contribution & Development Plan to ensure practice in line with strategic goals and professional development
- consistent engagement, consultation and networking with professional networks, agencies and team members
- completion of support and supervision of Education Tutors on an ongoing basis with clear communication and direction.

5.3 Our operations

- 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
- comply with Wesley Mission and Wesley Dalmar policies and procedures in providing a professional service that complies with the Office of the Children's Guardian Guidelines
- participate in the collection of information and data for quality improvement activities as required
- ensure all documentation is maintained in a professional manner according to Wesley Mission Dalmar OOHc procedures
- hold a current driver's license and be viewed and copied annually by the Education Program Manager
- 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

- ongoing compliance with systems and Out of Home Care policies and procedures
- school report data is collected and reviewed biannually

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 are approved by the Education Program Manager.

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 and other mandatory training, 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
- maintain confidentiality.

7 Selection criteria

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

Demonstrated knowledge and behaviours

- legislative requirements – Children and Young Persons (Care and Protection) Regulation 2012 under the Children and Young Persons (Care and Protection) Act 1998; Ombudsman Act 1974 (Amendment); the Adoption Act 2000 and other relevant legislation
- Office of Children's Guardian Child Safe Standards
- Charter of Rights
- organisational processes and procedures (including records management, occupational health and safety practices, management of conflict of interest)
- 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
- displays emotional maturity and resilience.

Essential skills/knowledge

- a degree qualification in Education from a recognised tertiary institution
- experience in working with children with behavioural problems
- understanding of the needs of children in Out of Home Care

- understanding of the impact of trauma, attachment dysfunction and grief and loss on the education of children and young people
- experience in conducting comprehensive assessments, development of professional reports and design, implementation, and review of individual educational intervention plans
- self-direction including initiative and the ability to prioritise activities
- demonstrate high level written and oral communication, negotiation and advocacy skills
- demonstrated skills in dispute and conflict resolution
- sound record keeping, data collection and management
- organisational skills, ability to multi-task, prioritise workloads and meet deadlines
- proficient computer skills in Microsoft Office
- ability to work as a team and with other professionals.

Desirable skills/knowledge

- qualifications in Special Education
- understanding of a variety of educational settings from K–12 and procedures within these education settings
- experience in teaching children in Out of Home Care
- experience in the supervision and recruitment of staff
- not for profit or cause related management experience.