



Dear Prospective Applicant

Thank you for your interest in the position of **Young Carer Education, Employment and Engagement Project Officer**, with Carers WA. Young Carers are aged between 14 years and 25 years of age.

This is a full-time position which is subject to ongoing funding. The position attracts a salary package between \$65,000-72,000 pa plus super and salary packaging, 5 weeks annual leave and two wellness days per annum. Package dependent upon qualifications and experience.

Please find attached the Job Description for the position.

About Carers WA

Carers WA is the peak body representing the needs and interests of carers in Western Australia and is part of a national network of Carers Associations. Carers provide unpaid care and support to family members and friends who have disability, mental illness, a chronic condition, terminal illness, an alcohol or other drug issue or who are frail aged. See our Diversity and Inclusion statement. <https://www.carerswa.asn.au/about-us/diversity-inclusion/>

Position Description

The **Young Carer Education, Employment and Engagement Project Officer** (YCEEEPO) is responsible for engaging with young carers 14 to 25 years who are in transition from secondary education into higher education e.g. TAFE, University, apprenticeships or those who are seeking support to gain job skills and / or employment. This is a new Young Carer team role, and works in synergy with the existing youth team *Education Engagement Project Officer* (health promotion), *Youth Needs Assessment Officer* (social worker) and the new *Young Carer Planning and Assessment Officer*. This role also works in collaboration with Carers WA *Carers in Employment Program* that supports adult carers undertaking job skill education and gain employment. This position requires the skills and knowledge to engage with a variety of stakeholder groups to improve education engagement and employment outcomes for young carers 14 – 25 years.

Carers WA is a Regional Development Partner for new carer support services and is funded by the federal Department of Social Services. The role reports to the Program Manager.

Previous experience of working with adolescents in vulnerable and disadvantaged households, and knowledge of Rights of the Child and Child Safety Standards is desirable. The role requires the ability to work as a team member and communicate professionally and empathetically with carers. Post-holders will also be required to liaise with a wide range of partner organisations to raise awareness of young adult carers within the broader community.

Essential Selection Criteria

1. Previous experience working with youth and young adults in employment and/or training services
2. An approved tertiary (degree) qualification in a related field e.g. human, community, employment services and / or youth education. A minimum of 2 years' experience in a related field.
3. Ability to understand complex family dynamics, including risk and protective factors for young carers.
4. Excellent communication and relationship building skills to be able to engage with young people aged 14 – 25 years who may be carer distress (variety of reasons) while striving for improved outcomes in education and employment, maximising their overall wellbeing.
5. Understanding of the education and employment sectors for young people, their networks and support structures and ability to engage with education and support staff from schools, TAFE, university, as well as families and local community services providers.
6. Ability to develop youth related support and information packages that can be utilised by stakeholders to create sustainable outcomes for young carers.
7. Actively participate in supervision, case review and team meetings. Understanding and maintaining professional boundaries and Child Safe Organisational principles. Maintain high quality, accurate and timely case notes and records
8. Project based skills and experience including project planning, scheduling, time management, KPI management, report writing and managing own budgets to help develop this new service.
9. Excellent MS Office skills in Excel, Outlook, Word and Power Point
10. Flexibility to work outside of office hours, including school holidays for young carer related activities. May include occasional outer metro travel.
11. Possession of a 'C' class drivers licence – unrestricted.
12. National Police Clearance issued within the last 3 months to be provided upon employment
13. Must be able to obtain a Working with Children card

Only shortlisted applicants will be contacted for an interview

Applications must include a covering letter addressing the selection criteria, Curriculum Vitae and contact details of two professional referees. Applications can be submitted online via www.seek.com.au

Carers WA reserve the right to begin the recruitment process and withdraw the position prior to the close date/time.

Applications close at 11.00pm on Sunday 21st June 2020.

Job Description

Position:	Young Carer Education, Employment and Engagement Project Officer
Reporting to:	Program Manager
Hours of work:	Full Time (75hrs per fortnight) permanent position working Monday to Friday including school holidays and occasional to suit educational activities and youth events. Regional travel may be required on occasion.

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Duties and Responsibilities

- Use your business development skills and experience to assist young carers by developing and maintaining strong partnerships with employers and industry, RTO's, group training providers, other job opportunity programs, and organisations to generate opportunities to gain employment and further education
- Provide specialist advise on Traineeships, Apprenticeships and other learning pathways

- Research, develop, track, and coordinate placement documentation, maintain log of contacts and performance records
- Undertake best practice and appropriate assessments to meet individual young carer needs, being mindful of their own holistic wellbeing during the transition
- Work within young carer/youth regulations meeting all health and safety legislation and young adult principles.
- To act as a champion for young carers, to keep updated with industry and educational trends and issues ensuring that young carers are able to participate and have their voice heard.
- Identify and maintain a strong network of agencies relevant to supporting young carers within the geography of their local government agency (Shire/Council), community and education sectors.
- Work closely with the other Carers WA team to maximise positive outcomes
- Excellent administration skills with strong computer literacy and attention to detail
- A results driven focus, and proven experience working on performance based contracts with individual targets
- Report to, and advise the Program Manager on the development and improvements of the program
- Project, scheduling, policy and budget coordination to develop a sustainable service for WA.

General duties

- Development of policies and procedures in keeping with the service delivery and the role e.g. referral pathways and assessment, as well as organisational engagement
- Write the marketing content so that promotional materials can be designed and provide information for social media and e-newsletters
- Maintain appropriate client and program records including accurate database collection
- Keep accurate records and support the Program Manager with statistical and funding reports
- Assist and undertake other duties as determined by the Program Manager

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Desirable

- Experience in the Not for Profit and/or public health sector.
- A broad understanding of the mental health, support service and education system within WA and knowledge of relevant legislation.
- Understanding of youth participation principles and a commitment to implement these in accordance with Carer WA's vision, mission and values
- Strong problem solving, advocacy and negotiation skills.
- Understanding of counselling approaches to help people with stress management, self-care planning, transition issues, and loss and grief
- Experience working in education and community sector environments
- Current First Aid Certificate & CPR
- Mental Health First Aid certification
- Applied Suicide Intervention Skills Training (ASIST) certification
- Awareness of carer issues, knowledge of Carers Recognition Act 2004 and/or Carers Charter
- Trauma informed practice training