

	Position Title: Education Case Manager	Team: Education Support Services	Region: Gippsland
	Supervisor: Manager, Education Support Services	Delegations and Authorities: In Line with Delegations Policy	Band: A

ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS	ROLE CONTEXT
<p>We believe children, young people and families should be safe, thriving and hopeful.</p> <p>Our Vision for 2022: Together we will courageously change lives and reimagine service systems.</p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporise our models of practice.</p> <p>We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.</p>	<p>Berry Street Education Services provide a range of educational programs across Victoria including a multi-campus school, VCAL and other specialist education and outreach programs which support disengaged students.</p> <p>The CIRC (Children in Residential Care) Education program in the Gippsland region provide trauma-informed educational support to young people who live in residential care and have complex needs. These young people are usually experiencing difficulties in their education setting or require assistance to re-engage with education.</p> <p>The Education Case Manager liaises closely with Child Protection, Youth Justice, DET, alternative education settings and other Community Service Organisations.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p><i>Berry Street expects all staff to apply these Values in all aspects of their work.</i></p> <p>Courage: to never give up, maintain hope and advocate for a ‘fair go’</p> <p>Integrity: to be true to our word</p> <p>Respect: to acknowledge each person’s culture, traditions, identity, rights, needs and aspirations</p> <p>Accountability: to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used in the best possible way</p> <p>Working Together: to work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>	<p>The Education Case Manager provides assessment, educational planning, ongoing support and tutoring for young people living in residential care who are struggling to engage in an education program. The delivery of curriculum requires a flexible, diverse and creative approach to meet the individual needs of students with complex needs and behaviours.</p> <p>This role works collaboratively with other education workers in a wide variety of settings to obtain optimum outcomes for students. Teachers in the CIRC program support the delivery of trauma-informed education in mainstream and alternative education settings in the Gippsland region.</p>
	REPORTING RELATIONSHIPS
	<p>This role is based at the Morwell office with outreach to the Inner Gippsland area.</p> <p>This role reports to the Manager of Education Support Services who will provide supervision and review.</p>

EXPECTATIONS

- Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together within the principles of continuous improvement and occupational health and safety.
- Berry Street is committed to the principles of social justice. We aim to ensure every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality or religion.
- Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.
- Berry Street is committed to being a child safe, child friendly and child empowering organisation. In everything we do we seek to protect children. We are committed to the cultural safety of Aboriginal and Torres Strait Islander children; children from culturally and/or linguistically diverse backgrounds; children with a disability; children who identify with a sexual and or gender minority identity.

KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE

- Demonstrated understanding of, and respect for, the needs of children with a disability; Aboriginal culture, including cultural safety and awareness; and cultural and linguistic diversity (CALD), including cultural safety for children from CALD backgrounds
- Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies.
- Substantial experience working with high-risk young people of school age.
- Comprehensive understanding of the impacts of trauma, abuse and neglect on a young person's capacity to engage with education.
- Ability to effectively engage with and teach a diverse range of students who have multiple and complex needs and behaviours.
- Demonstrated ability to assess student literacy and numeracy, teach directly to student academic needs and teach skills where there are gaps in student's learning.
- Comprehensive knowledge of current education practice and resources and the ability to adapt these to meet the individual needs of students.
- Demonstrated understanding and knowledge of policy and practice in the education and welfare sectors.
- Demonstrated ability to work with other Berry Street staff and key stakeholders particularly within school and residential care communities.
- Excellent written and oral communication skills.

QUALIFICATIONS AND OTHER REQUIREMENTS

- A tertiary qualification in Education.
- Staff must hold a valid VIT and WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

DESIRABLE

- Experience teaching in an alternative setting with vulnerable young people is highly desirable.
- Experience in providing intensive outreach and/or case management.
- Additional qualifications in Special Education, and or Welfare highly desirable.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Direct Service Delivery	<ul style="list-style-type: none"> • Work with students of school age who have high needs and challenging behaviours and have experienced trauma • Undertake educational assessment of children and young people with complex educational needs. • Develop and oversee the implementation of Individual Education Programs and provide review and evaluation of these. • Develop and implement plans to provide tutoring to students using a repertoire of contemporary curriculum to generate curiosity and interest and engage reluctant learners. • Promote literacy and numeracy to students in residential care • Using interest-based curriculum and applied learning, support and assist students in the development of their learning program. • Liaise with schools and other education programs key stakeholders and advocate on behalf of clients to optimise access to appropriate programs and services. • Work in diverse environments including residential care units • Use strategies to engage and support students who have not responded to traditional interventions • Be an active member of the Care Team for the students. • Ensure that all practices within the team are in accordance with the relevant policies of Berry Street • In consultation with the Manager of Education Support services, prioritise needs and develop a flexible program and timetable to meet current demand.
Administration	<ul style="list-style-type: none"> • Ensure that all relevant administrative procedures are followed • Maintain adequate records (both paper and electronic), and prepare progress reports, reports for case planning and case review meetings as required • Report on student progress as necessary • Ensure that statistical data is collected and forwarded as requested • Record engagement and tutoring plans as required.
Networks and Linkages	<ul style="list-style-type: none"> • Positively promote the program, and other Gippsland Services programs, at all times • Liaise with other stakeholders including DHHS, DET and other CSOs in the Gippsland region including case managers, care providers, teachers and other professionals involved with students regarding Individual Education Plans, attendance, behavioural issues and student well being • Work collaboratively with all service providers involved with each client.
Organisational Relationships, Team Work and Cooperation	<ul style="list-style-type: none"> • Develop working relationships and maintain links with other Berry Street program areas • Participate in relevant regional and organisational meetings • Positively promote the program across Berry Street Gippsland Region • Participate as a member of Berry Street Education Support Services team.

Personal and Professional Development	<ul style="list-style-type: none">• Be an innovative self-starter who continues to develop both personally and professionally to meet the changing needs of your position, career and industry• Attend all required training sessions provided by the organisation and be actively involved in any other training session as directed• Demonstrate a commitment to the values of Berry Street.
Other	<ul style="list-style-type: none">• Be willing to work flexible hours as determined by the demands of the position.• Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.• Berry Street are committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street are also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities.



Thrive, Achieve, Belong.

CONDITIONS OF EMPLOYMENT

1. This position may be required to work additional hours as necessary, and extra hours worked will be accrued as Time-in-Lieu according to the *Berry Street Victoria 2014-2017 Agreement*.
2. You will initially be employed at our Morwell Campus. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the *Berry Street Victoria 2014-2017 Agreement*, which includes above Award payments and eligibility for remuneration packaging. Salary packaging up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
4. The remuneration for this position is from \$61,450 - \$78,875 gross per annum (full time equivalent), under the *Berry Street Victoria 2014-2017 Agreement*. The value of the salary can be increased through salary packaging.
5. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-employment health declaration, a criminal records check and proof of identity and qualifications.
8. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
9. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However, failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
10. Berry Street has a smoke-free workplace policy.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Regular
	Be exposed to all outdoor weather conditions.	Regular
	Work in unstructured environments (e.g. outreach).	Regular
	Work office hours with the possibility of extended hours.	Regular
	Work on-call after hours.	Regular
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey.	Regular
	Sit at a computer or in meetings for extended periods.	Daily
	Work in an environment with competing demands.	Daily
	Present at court and other jurisdictions.	Occasional
People Contact	Liaise with government, non-government and community organisations.	Daily
	Work with clients who may have a physical or sensory disability.	Regular
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regular
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regular
	Facilitate access to specialist, generic and community services.	Daily
	Undertake training and professional development activities.	Regular
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily

Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular
	Drive vehicles with possible distractions from client behaviour, verbal or physical.	Occasional