



Position Description

Position Identification			
Position Title:	School Ties Project Officer		
Direct Reports	0	Indirect Reports:	0
HRIS Position Number:	1345	Effective Date:	November 2022
Location:	Merri Central - Coburg		
Scope of Practice:	Not Applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification <small>*For HR use only</small>	Merri Health Enterprise Agreement 2021 <ul style="list-style-type: none"> SACSE Level 4 		
Organisational Context			
Divisional:	Healthy Communities		
Program:	Community Wellbeing	Unit: Youth Health Promotion	
Organisational Chart	<pre> graph TD MCW[Manager Community Wellbeing] --> TLYHP[Team Leader Youth Health Promotion] MCW --> TLEHP[Team Leader Community Health Promotion] TLYHP --> HPO[Health Promotion Officers] TLYHP --> CEO[Community Engagement Officers] TLYHP --> CAD[Community Arts & Development Officers] TLYHP --> SFYSO[School Focussed Youth Services Officer] </pre>		
Position Summary			
<p>Community wellbeing, population health and health promotion initiatives are recognised as a significant component of service provision at Merri Health. There are currently two health promotion teams within the Community Wellbeing program area; the Community Health Promotion Team and Youth Health Promotion Team, with several dedicated staff in each undertaking project work across identified priority areas within Merri Health’s Health Promotion Strategic Statement 2021-2025.</p> <p>In addition to those employees working on the Health Promotion Strategic Statement, the Community Wellbeing program area also includes employees that deliver services, programs or projects which are discrete from this strategy.</p> <p>Job Purpose The Project Officer will coordinate School Ties, a project that aims to improve educational outcomes, wellbeing and school engagement, primarily for children in grades Prep to grade 2, their teachers and families in the Merri-bek local government area.</p>			



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Reporting to the Team Leader, Youth Health Promotion, this position will work alongside the Community Engagement Officer - School Ties. The School Ties Project Officer will be responsible for managing the delivery of a series of targeted interventions in partnership with schools and community organisations, that help to improve educational outcomes, wellbeing and school engagement for children, teachers and families. The Project Officer will also be responsible for evaluation, budget management and reporting.

It is expected that this position may work closely and collaboratively with colleagues from the Community Wellbeing program area who are also working on initiatives based in Merri-bek.

Position Accountabilities

Responsibilities

Targeted Interventions & Community Engagement

- Support schools, other Merri Health services and local community organisations to identify and deliver evidence-based interventions to improve support for vulnerable cohorts of students (primarily Prep to grade 2); addressing learning needs, wellbeing or attendance concerns.
- Support the Community Engagement Officer with community engagement activities including community-led projects and utilising the community champions model to share information with priority communities.

Capacity Building & governance

- Work with existing local networks, to support teachers to respond to widening educational disparities and wellbeing impacts resulting from extended COVID-19 lockdowns.
- Establish a governance committee, or utilise existing groups/networks for advice

Planning and Accountability

- Consult with schools and community organisations to establish and identify areas of most need
- Consult with other Merri Health service areas such as Integrated Family Services to ascertain need and identify suitable community-based interventions
- Develop project and evaluation plans, as well as evaluation tools and data collection methods
- Provide oversight for intervention implementation.
- Monitor and evaluate intervention outcomes.
- Completion of reporting requirements in accordance with grant guidelines.

Other Merri Activities

- Uphold and adhere to Merri's organisational Values and Code of Conduct.
- Undertake professional development and supervision in accordance with annual performance review.



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	<ul style="list-style-type: none"> • Undertake other duties as reasonably directed by the Line Manager in line with the incumbent’s skill and experience. • Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant trends. • Undertake any reasonable additional tasks as directed by Merri Health. • Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations. • Practice complies with national code for health care workers.
<p>Safety and Risk</p>	<p>Occupational Health & Safety (OHS)</p> <ul style="list-style-type: none"> • All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health’s OHS Frameworks. <p>Physical Inherent requirements (PIR)</p> <ul style="list-style-type: none"> • Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions • Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes • Sound upper limb joints, with the ability to withstand repetitive upper limb activity • May be required to occasionally lift and carry items weighing up to 10kgs <p>Quality & Risk</p> <ul style="list-style-type: none"> • Be proactive in risk identification, notification and management. • Comply with Merri Health’s policies and procedures • Participate in quality improvement activities and engage clients in these activities when relevant. <p><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the GLBTIQ community to join our workforce.</i></p>
<p>Capabilities</p>	<p>All employees are expected to align their behaviours and utilise capabilities (or ‘soft skills’) in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Merri Health’s Capability Matrix.</p>
<p>Key Selection Criteria</p>	
<p>Essential</p>	<ul style="list-style-type: none"> • Tertiary level qualification in relevant discipline such as Community Development, Social Work, Youth Work, Psychology, Education, Health Promotion or equivalent as determined by Merri Health • Demonstrated understanding of the complexity of issues that exist for children and families, particularly in relation to educational disparities • Experience in program planning, implementation and evaluation.



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	<ul style="list-style-type: none">• Experience in developing and maintaining partnerships with key stakeholders.• Highly developed interpersonal skills, including liaison, collaboration, negotiation and facilitation.• Strong verbal, written and computer literacy skills.• Demonstrated ability to participate in the planning and development of new and innovative programs.• Excellent administrative and organisational skills with the ability to manage multiple activities with minimal supervision required• Demonstrated experience in facilitating groups, forums, committees, collaborative partnerships and professional development workshops.
Desirable	<ul style="list-style-type: none">• Experience working with schools to support vulnerable students.• Knowledge of relevant frameworks and guiding principles in the provision of support services to support children and families.• Proven experience working and engaging with children, young people, families, schools, service providers and community agencies.
Checks, Licences and Registration	<ul style="list-style-type: none">• National Police check (NPC)• Working with Children's Check (WWCC)• Statutory Declaration• Immunisation Category A• Working rights