**Title:**  YDAS Transitions Officer

**Reporting to:**  YDAS Programs Manager

**Hours:**  0.6 FTE, 22.8 hours a week, 3 days per week (negotiable). Flexible working hours between 7am and 7pm Monday to Friday, with occasional evening and weekend work.

**Remuneration:**  $75,271.19 - $80,717.86 p.a pro-rated, classified under the SCHADS Award at Employment Level 3.1 - 3.4 (YACVic pays above award rates, with generous T&C).

**Status:**  This is a fixed term contract, ending 23 December 2026

**Location:**  Melbourne CBD office (Queen Street). There will be some travel in Victoria. Working from home arrangements are encouraged and can be negotiated.

This is a position for a disabled person via the [Special Measures of the Equal Opportunity Act 2010 (Vic).](https://www.humanrights.vic.gov.au/for-organisations/special-measures/#What-is-a-special-measure)

**About Youth Disability Advocacy Service (YDAS)**

YDAS is a core YACVic agency, funded by the Victorian Government. At YDAS, we place the human rights and interests of disabled young people\* at the centre of our work. YDAS undertakes individual and policy advocacy, working with disabled young people to ensure that their human rights are upheld so they can access services and participate as valued and respected members of their communities.

\*In this document YDAS uses identity first language (disabled young people), as per the advice of the YDAS Steering Committee, which is comprised of disabled young people.  However, we recognise that language and identity are personal choices, and that some people may prefer to use other terms including person first language (young people with disability).

**About Youth Affairs Council Victoria (YACVic)**

Youth Affairs Council Victoria (YACVic) is the peak body and leading policy advocate on young people's issues in Victoria. Our vision is that the rights of young people in Victoria are respected, and they are active, visible and valued in their communities. For over 60 years, YACVic has advocated for the best interests of young people (aged 12-25 years) and the sector that works with them. YACVic provides additional targeted advocacy and services through our key services, YACVic Rural and the Youth Disability Advocacy Service (YDAS). YDAS is in the process of transitioning to independence in 2025.

**About the role**

The Transition Officer supports 40 disabled young people in their transition from school to post-school education, training and employment. For the purposes of the role, school-aged early leaver refers to young people up to age 20 who left school prior to completing year 12. Participants will primarily come from Merri-bek, Casey, Greater Dandenong, Greater Geelong and Ballarat local government areas.

This role draws on existing programming at YDAS to create a new workshop and wraparound support for participants that is accessible, inclusive, strengths based, and trauma informed. The workshop aims to help participants identify their strengths, post-school goals and barriers. The Transition Officer works with participants over a six-month period to connect with opportunities to build on their strengths, further goals and overcome barriers. Both online delivery and travel to the participants for in-person delivery is necessary to reduce barriers to access. The Officer plans and prepares for access and communication needs in advance as well as review and implement additional access needs on a case-by-case basis to ensure comfortable and equitable participation.

This role plays an important part in supporting disabled young people who have had challenging experiences of the education system. Participants will have a wide range of access needs and complex experiences of exclusion and marginalisation. Successful applicants will need to know how to encourage participants into alternative pathways to education, training and employment, and use warm referrals and other techniques that ensure motivation and confidence to continue engagement.

Design of the workshop and wraparound support will take place under the supervision of the YDAS Programs Manager and draw on the work done in our [YDAS Young Leaders](https://www.yacvic.org.au/ydas/get-involved/youngleaders/) and [Map Your Future](https://www.yacvic.org.au/ydas/resources-and-training/map-your-future/) programs. Access and inclusion principles will be based on our YDAS [Together training and resources](https://www.yacvic.org.au/ydas/resources-and-training/together-2/).

This is a position for a disabled person via the [Special Measures of the Equal Opportunity Act 2010 (Vic).](https://www.humanrights.vic.gov.au/for-organisations/special-measures/#What-is-a-special-measure)

**Major Duties**

* Review the existing programming at YDAS and apply their knowledge of education and employment systems to create a workshop and wraparound support for disabled young school leavers.
* Create run sheets and supporting materials for workshops. Create the activities and schedule of active check-ins and follow ups for participants. This will include liaising with the Communications team for plain and accessible content, and the Programs team for practical advice and input.
* Create and oversee an intake process where the Department of Education and participating schools, TAFEs and other providers refers school leavers into the YDAS program. The criteria for entry will be determined with the Department of Education.
* Organise workshops with groups of participants based on their availability and needs. Workshops may have a single participant or multiple participants, depending on availability and the Transition Officer’s determination.
* Deliver workshops to participants in a safe, supportive and trust-building process. Take notes on participants strengths, goals and barriers as they relate to post-school education, training and employment. This will include conversations and activities that encourage openness and expression from participants about potentially traumatic events that lead to leaving school early.
* Brief and work with a co-facilitator from YDAS to support workshops and ensure Child Safe practices.
* Run wraparound support for participants, including a schedule of meetings or check-ins delivered online, in-person or through other flexible means. Referring to notes and using rapport to understand progress or barriers, and then work with the YDAS team to provide additional support in pursuit of participants’ goals.
* Manage own time, set priorities, and plan and organise own work under general direction from a supervisor, in alignment with organisational policies and procedures, processes, guides and templates.
* Solve problems of limited difficulty using knowledge, judgment and work organisational skills acquired through qualifications and/or previous work experience.
* Attend and actively take part in regular staff meetings and activities.

You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience.

**Reporting**

This role reports to the YDAS Programs Manager. This role no direct reports but will be supported by casual facilitators in the delivery of workshops.

**Key Selection Criteria**

This describes our ideal candidate. Even if you do not meet all criteria, please apply – you may be the perfect person for us!

1. A relevant degree, associate diploma or other formal qualification in youth work, social work or a similar field. or demonstrated equivalent in work experience (minimum 3 years).
2. A minimum of two years work experience in youth work, social work or similar fields involving direct work with disabled young people or young people experiencing marginalisation.
3. Experience in creating workshop materials (run sheets, activities) and running workshops, training, or providing case work or other forms of content/programming, with clearly articulated goals and demonstrable positive outcomes for participants. This should include the ability to:
   1. Lead meetings and workshops;
   2. Run both in-person and online workshops effectively;
   3. Problem-solve, make quick decisions and take initiative (including adapting activities to suit group need);
   4. Role model the safe and appropriate sharing of lived experience;
   5. Encourage active participation and collaboration among diverse participants;
   6. Effectively manage conflict and other challenging group dynamics;
   7. Create supportive, accessible, inclusive and safe environments.
4. Demonstrated capacity to create and oversee intake processes and an understanding of school or post-school pathways in Victoria, including further education, training and employment systems.
5. Demonstrated experience autonomously organising a schedule of events and direct support with clients or participants, particularly when those schedules need to adapt to participant needs. Knowledge and skills of youth work, disability support and education and employment systems navigation are essential
6. Demonstrated experience working confidently with online platforms (e.g. Zoom and Menti) and Microsoft programs (including SharePoint).
7. Demonstrated understanding of appropriate behaviours when engaging with children and young people including from diverse backgrounds, and commitment to the [Code of Ethical Practice](https://www.yacvic.org.au/training-and-services/code-of-ethical-practice/) for the Victorian Youth Sector and the [Victorian Child Safe standards](https://ccyp.vic.gov.au/child-safe-standards/).

YACVic / YDAS is an Equal Opportunity Employer. Disabled people, people from culturally and/or linguistically diverse backgrounds and Aboriginal and Torres Strait Islander people are encouraged to apply for this position. We are committed to promoting diversity and inclusion in our workplace.

Disability can include those who identify as:

* Having a health condition or chronic illness,
* Neurodivergent,
* Deaf, deaf or hard of hearing,
* Having a mental illness or lived experience of mental health issues,
* Blind or have low vision.

**Benefits of working at YACVic**

* Generous terms and benefits
* Flexible, disability friendly, family friendly, rainbow friendly
* Fun work culture, with a social purpose, in a fully accessible Melbourne CBD office
* Diversity, working with a dynamic group of youth organisations that includes regional and rural young people, the Youth Disability Advocacy Service, multicultural, Koorie and rainbow young people.
* High degree of collegial support & sector-leading professional development

**Employment conditions**

YACVic promotes the safety, wellbeing and inclusion of all children and young people, including those with a disability, those who are Aboriginal and Torres Strait Islander or those from refugee or migrant backgrounds. We take child protection very seriously.

All employees are subject to screening and assessment against child safety standards, including rigorous background, identity and reference checks. The successful applicant will require a current Working with Children Check and a satisfactory National Police Check (costs reimbursed) and must agree to comply with YACVic’s Code of Conduct, Child Safe policy and procedures.

To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.

**Special conditions**

This is a position for a disabled person via the [Special Measures of the Equal Opportunity Act 2010 (Vic)](https://www.humanrights.vic.gov.au/for-organisations/special-measures/#What-is-a-special-measure).

This role requires a valid drivers license, be able to drive across the state of Victoria

**Application Process**

Applications should be emailed to Recruitment, via [recruitment@yacvic.org.au](mailto:recruitment@yacvic.org.au) with ‘**YDAS Transitions Officer’** in the subject line and must include:

* Your **resume** detailing your relevant work experience and qualifications.
* Your response to the **key selection criteria**, as listed above in the position description, including a brief **introduction** about why you make a good candidate.You may submit a written response, or a video/audio response. A video or audio response should be clearly audible and no longer than 10 minutes.

For audio or video files, please include them as attachments or links in the email. Links can be sent via a file sharing service like Google Drive or Dropbox.

When responding to the selection criteria, please include examples or stories from your past work or experience. STAR or SAO method are common techniques, covered in [this useful guide to writing key selection criteria from the Victorian Government](https://careers.vic.gov.au/how-to-reply-to-selection-criteria).

**Only applications that follow the above process will be accepted and considered for interview.** Please let us know if you require support to complete an application or would like to submit an application in a different format.

We do not ask candidates for professional references until the interview stage.

**Applications close on Monday 14 April, 2025 5pm**, with interviews likely to be held in the week commencing 21 April 2025.

If you have any questions about the role, please contact Simon Green (he/him) at 0447 678 653 or [sgreen@ydas.org.au](mailto:sgreen@ydas.org.au) (phone call or text message preferred).

**About The Application Process**

We will review applications and invite a shortlist to interview, to learn more about them and their skills. We will then select a final candidate and reach out to them to offer the job. Please note that during this time you may not hear from us. We aim to notify applicants that they are unsuccessful when we can, but it can take a while for the final candidate to accept the offer and sign their contract. In that time, we cannot always tell people the process is over, just in case the final candidate ends up being unable to accept the offer and we need to go back to our pool of candidates.