

Position Description



Title	Pastoral Care & Wellbeing Worker
Business Unit	Mission & Inclusion Division
Location	413 Camp Road, Broadmeadows
Employment type	Part Time (15.2 hours per fortnight), 3 year maximum term contract
Reports to	Mission & Ethos Partner, West Vic & Tas.

1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

2. Position purpose

The Pastoral Care & Wellbeing worker will offer support for wellbeing of staff through:

- Fostering supportive connection opportunities for staff through the development and implementation of a program of wellbeing focused activities.
- Providing pastoral care that is sensitive and responsive to the varying needs of a diverse community of employees.

3. Scope

Budget: *nil*

People: *nil*

4. Relationships

Internal:

- Mission & Ethos Partner West Vic & Tas
- Senior Manager - Programs and Specialist Support
- Staff located at Broadmeadows and Epping sites
- Mission and Inclusion Team

External

- Activity and program providers as required.

Approved by: (position [see delegations of authority policy])	Page 1 of 3	Division: People and Culture
Date Approved: <Date>	Printed copies of this document are not controlled.	Next Review Date: <Date>

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Staff Pastoral Care & Wellbeing Worker



5. Key responsibility areas

Working in consultation with the Mission and Ethos Partner and Senior Manager of Programs & Specialist support and relevant staff:

Connection & Wellbeing Support

- Plan, design and implement a program of activities and initiatives that foster, strengthen and enhance employees' sense of wellbeing and connection within their Uniting communities at two locations.
- Encourage and facilitate staff input into the development and delivery of activities.
- Facilitate opportunities for social connection through available online platforms within Uniting (Eg: Through Microsoft Teams, Yammer, Sharepoint. Training will be provided if needed).
- Develop opportunities and mechanisms for feedback and evaluation.

Pastoral Care

- Provision of sensitive, confidential pastoral support to staff as required.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

6. Performance indicators

- Supportive relationships established with staff across relevant sites
- A range of programs and activities implemented in support of staff connection and wellbeing both on site and online
- A stronger sense of connection and mutual support fostered and communicated amongst staff.

7. Person specification

Qualifications

- Relevant qualifications in any of the fields of Community Development, Pastoral Care, Mental Health, Social work or related disciplines (e.g. Bachelor level degree)

Experience

- Previous experience delivering pastoral and wellbeing focused services in a professional capacity.

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Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values (*this is mandatory in all Uniting position descriptions*).
- Desire to explore new and creative ways to build and strengthen a sense of community amongst staff.
- Capacity to source, design and implement activities that foster connection and wellbeing.
- Strong communication, interpersonal and pastoral skills.
- Willingness to engage others in a consultative, collaborative environment.
- Ability to manage and prioritise time within flexible working arrangements.

8. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

9. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>