

Position Description

Title	School Based Well Being Worker
Business Unit	Support for Families & Community
Location	185 Baillie Street, Horsham, VIC 3400
Employment type	Maximum term, Part Time (15.2 hours per fortnight)
Reports to	Program Leader Family Services

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 work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, 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

1. Position purpose

The purpose of this role is to support the emotional wellbeing of students by providing services and strategies that support the emotional wellbeing of the broader school community. The School Based Well Being Worker works closely with wellbeing and allied health staff in schools to support students and their educational outcomes, staff, families and the wider school community.

2. Scope

Budget:

Nil

People:

Nil

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3. Relationships

Internal

- School Staff, Members of the Family Services team; Manager of Support for Families and Community; Program Leader Family Services

External

- Department of Health and Human Services, Department of Education, Victoria Police and Local Counselling and Health Services.

4. Key responsibility areas

Culture

- Model a positive culture in all interactions with staff, colleagues, clients, and all external stakeholders.
- Apply a solution focused approach to problem solving, work collegiately with peers, while at all times upholding the values and mission of the Agency.

Service Delivery

- Work as a member of the school's wellbeing team in delivery of student wellbeing services
- Contribute to improving student engagement and connectedness
- Contribute to providing safe, inclusive and supportive learning environment
- Provide support and guidance to students
- Operate within the school community and with external services
- Provide support in areas such as student attendance, engagement and mental health
- Provide students with support and/or appropriate referrals in difficult situations such as times of grief, or when students are facing personal or emotional challenges.
- Providing wellbeing care and guidance to students about values and ethical matters, referring students, or sourcing appropriate services to meet their needs, which may involve services to the community.
- Supporting students and staff to create an environment which promote the physical, emotional, social and intellectual development and wellbeing of all students.
- Supporting students and staff to create an environment of cooperation and mutual respect, and promoting an understanding of diversity within the range of cultures and relevant traditions
- Develop holistic and comprehensive assessments of the needs of children, young people and their families.
- Monitor and assess risk to children and young people and liaise with Program Leader and Child Protection as required
- Plan, prioritise and organise the case load of cases allocated to this role.
- Work within the therapeutic practices and procedure that promote positive respect for the child, and provide support and services, which meets the needs of the child/ren.
- Provide personal support that respects the dignity and privacy of the child, young person or adult/family and be the key worker/central contact to assist the clients in all areas they require support.

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- Develop intervention plans focusing on the healthy development of the child in consultation with the family and other professionals, which are based on good professional knowledge, values and skills.
- Promote strategies that maximise safety for children and young people within their families and maintain effective working relationships that are consistent with child centered family focused practice.
- Participate in relevant service networks and work in partnership with other agencies and funding bodies to continually improve and develop quality services.
- Integrate the needs of clients into other services provided by Uniting
- Comply within organizations policies and procedures regarding computer and IT restrictions on remote login system.

Reporting

- Ensure allocated clients have records and care plans that are up to date and meet quality standards, statutory, organisational and funding body requirements.
- Complete requests for statistical and other information in a timely and accurate manner.
- Under the guidance of the Program Leader provide other aspects of records management.
- Ensure accurate, timely and effective communication and reporting processes are followed to meet statutory, organisational and funding body requirements

Quality & Risk

- Assist with and support internal and external audit processes.
- Identify, manage and report risks, hazards, incidents or other concerns affecting day to day activities within the Agency, Program or Service area and continually improve work practices.
- Attend core and other safety related training including induction.

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

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- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
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5. Person specification

Qualifications

- Tertiary qualifications in human services, welfare or social services.

Experience

- Experience and a sound knowledge in the provision of care, management and support of young people and their families from varying socio-economic, cultural and ethnic backgrounds. This includes the provision of support and effective communication with young people, including those with special needs and challenging behaviors.
- Knowledge of theories and practices relevant to vulnerable or 'at risk' children, young people and their development and behaviour, including solid understanding of trauma and attachment.
- An understanding of the impacts of disability upon the child and family.

Core selection criteria

- Values alignment: ability to demonstrate and authentically promote Uniting's values.
 - An understanding of the relevant legislation and current policy relating to the care of children and families.
 - Other key success factors:
 - Competent computer skills.
 - Excellent time management and organisation skills and evidence of prioritising competing demands.
 - Excellent oral and written communications skills, including experience in the preparation of case noting, reporting and client records.
 - Excellent communication skills and interpersonal skills demonstrated through examples of working successfully to gain the co-operation of colleagues and clients.
 - Sound judgment and problem solving skills to contribute to the planning and development of the service.
 - Demonstrated commitment to professional development, employee orientation and training.
 - Current Australian driver's license, current National Police Record Check and Working with Children Check.
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6. 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 relevant Working With Children Check to your State 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.

7. Acknowledgement

I have read, understood, and accepted the above Position Description

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Employee

Name:

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Signature:

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Date:

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