

# POSITION DESCRIPTION

## Student Wellbeing Officer



**This document** is your roadmap to success. It is an important tool that supports your career and development at Cire and beyond. Our aim is to be clear about what you need to do to achieve success personally and professionally. We will describe the types of activities, tasks and responsibilities that shape your role, as well as showing you what it looks like when you have been successful. It is also important to understand that your behaviours, attitude and demonstration of Cire’s Values form part of your success.

### Organisation Profile

Cire Services Inc. is an advanced, community based, not for profit organisation. Cire operates a range of services to meet community needs through education and provision of services.

- We are a **Registered Training Organisation (RTO)** offering accredited, pre-accredited, work skills and leisure courses.
- Our **Community School**, a registered independent school, provides secondary curriculum to students in an alternative school environment.
- **Family and Children’s Services** supports children’s services for long day care, pre-school programs, occasional care, vacation care and before and after school care.
- **Community Hubs**, bringing people together to connect, learn and contribute in their local community through social, education, recreational and support activities.

### Our Values



OVERVIEW	
Title	Student Wellbeing Officer
Business Unit	Community School
Department	Community School
Reports To	Wellbeing Leader
Primary Location	Yarra Junction
FTE	Variable
Award and Classification	Educational Services (Schools) General Staff Award 2010
Date Prepared	February 2019

POSITION PURPOSE	
Wellbeing Officers support a positive wellbeing culture at Cire Community School. This may involve supporting students who require assistance with their wellbeing needs on a day to day basis to support engagement, providing interventions and referrals on as needs basis, working with external professionals and the student support group, liaising with parents or carers and providing programs to groups of students.	

PARAMETERS	
Direct Reports	None
Key Internal Stakeholders	Principal, Assistant Principals, Wellbeing Leader, Teachers, LSOs other wellbeing officers.

# POSITION DESCRIPTION

## Student Wellbeing Officer



Key External Stakeholders	External professionals, wellbeing agencies, families/carers.
Key Challenges	

### QUALIFICATIONS AND CERTIFICATIONS

- A Degree or Diploma in either Social Work, Youth Work, Counselling or Education.
- Full Australian drivers licence
- Current Working with Children Check
- Clear Police Check

### KNOWLEDGE AND EXPERIENCE

- Knowledge of the factors that lead to disengagement from education and the interrelationship of disengagement and wellbeing.
- An understanding of the impacts of trauma on development and engagement in education.

### CAPABILITIES

- Demonstrated experience working effectively with young people, assisting them to reconnect with school and/or to obtain and maintain employment.
- Demonstrated understanding of the complexity of adolescent development.
- Demonstrated ability to quickly, sensitively and effectively assist with the de-escalation of young people in moments of personal distress.

YOUR AREAS	WHAT YOU DO	SUCCESS MEASURES
Provide effective wellbeing support to students:	<ul style="list-style-type: none"> <li>• Build rapport with and address the needs of students, individually and as a group;</li> <li>• Support students and teachers to establish strategies that develop self-regulation to assist students to participate actively in their learning;</li> <li>• Provide consultation to teaching and educational support staff members with regard to student's personal, social and emotional difficulties, while maintaining confidentiality;</li> <li>• Assist with facilitating group activities and programs promoting student wellbeing and life skills development;</li> <li>• Design and deliver creative and hands-on wellbeing programs tailored to individual student's needs and interests;</li> <li>• Develop and implement responsive student wellbeing programs;</li> </ul>	<ul style="list-style-type: none"> <li>• Positive relationships with students and staff;</li> <li>• Staff are provided with feedback and strategies that assist them in meeting students' needs and engaging them in the learning program;</li> <li>• Wellbeing programs are delivered in a positive and effective manner;</li> <li>• Students requiring referral are identified and appropriate referrals are made;</li> <li>• Student support groups are attended and information shared;</li> <li>• Student feedback indicates that they feel supported in their wellbeing needs;</li> </ul>

# POSITION DESCRIPTION

## Student Wellbeing Officer



YOUR AREAS	WHAT YOU DO	SUCCESS MEASURES
	<ul style="list-style-type: none"> <li>• Provide assessment and short term counselling for students with personal, social and emotional difficulties, make referrals to services when needed;</li> <li>• Triage students to professionals for specific needs and follow up to ensure referrals are enacted;</li> <li>• Implement evidence-based approaches and therapies in accordance with professional recommendations;</li> <li>• Attend case management / referral meetings in support of students;</li> <li>• Maintain relationships with parents, and carers and link them to support services where relevant;</li> <li>• Where necessary, be prepared to visit student homes in order to promote school engagement;</li> <li>• Provide support for the school community in response to critical incidents, being familiar with emergency procedures and readiness to implement them when required.</li> </ul>	
Teamwork	<ul style="list-style-type: none"> <li>• Work collaboratively with teachers, the student wellbeing leader, and other members of the school leadership team to promote community wellbeing;</li> <li>• Liaise with external professionals, Cire teachers and student families to support referred students;</li> <li>• Build and continue networking with selected stakeholders, other agencies, schools and local community;</li> <li>• Attend relevant staff meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Positive relationships and interactions with CCS staff, external professionals, families and community;</li> <li>• A professional network is in place</li> <li>• Meetings are attended as required.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Using established procedures, maintain records of all psychological services (counselling &amp; assessment) in accordance with AHPRA professional standards;</li> <li>• Record interventions, observations, actions and communications on Compass with due regard to appropriateness and privacy considerations.</li> </ul>	<ul style="list-style-type: none"> <li>• All required documentation is in place;</li> <li>• Any appropriate and relevant information is shared with staff via Compass.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Provide effective information and guidance to other CCS staff to facilitate student engagement and progress;</li> </ul>	<ul style="list-style-type: none"> <li>• Strategies to support students are shared with staff along with relevant supporting material;</li> </ul>

# POSITION DESCRIPTION

## Student Wellbeing Officer



YOUR AREAS	WHAT YOU DO	SUCCESS MEASURES
	<ul style="list-style-type: none"> <li>Inform school leadership of any significant wellbeing concerns for students or staff;</li> </ul>	<ul style="list-style-type: none"> <li>All relevant matters are referred to school leadership.</li> </ul>
Values	<ul style="list-style-type: none"> <li>Demonstrate and work with:</li> <li>Integrity;</li> <li>Respect; and</li> <li>Quality.</li> </ul>	<ul style="list-style-type: none"> <li>We do what we say, and we stay true to our values and commitments.</li> <li>We respect those in our communities and we actively seek to engage all stakeholders so that we can deliver on what we promise.</li> <li>We focus on providing high quality services across all aspects of our organisation.</li> </ul>
OH&S	<ul style="list-style-type: none"> <li>Understand WorkSafe requirements and act responsibly.</li> <li>Comply with OH&amp;S standards and responsibilities.</li> <li>Report hazards and incidents immediately or within 24 hours at the latest.</li> <li>Regularly check the workplace for safety.</li> <li>Ensure other employees are operating safely, and address unsafe practices.</li> </ul>	<ul style="list-style-type: none"> <li>Workplace incidents and hazards are addressed within the required timeframes.</li> <li>You operate safely at all times.</li> </ul>
Ad hoc	<ul style="list-style-type: none"> <li>Other duties and projects as reasonably directed from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated flexibility and adaptability to ad hoc requirements.</li> </ul>

I confirm that I have read and understand my requirements, accountabilities and outcomes as outlined in this Position Description.

I understand that my Performance and Success Review will assess the Success Measures included in this Position Description.

\_\_\_\_\_  
Employee name

\_\_\_\_\_  
Date signed