

Position Description - Wellbeing Support Practitioner

Background

Being Found

We believe that personal change is social change. The more connected we are to ourselves the more capacity we have to connect with others and the world and contribute to life with meaning and purpose.

We bring people into more profound alignment with who they really are and live more meaningful and enriched lives. As practitioners we follow our curiosity, sensitivity and creativity in service of discovery.

Our services include:

- Executive Coaching
- Wellbeing Services
- Psychotherapy
- Facilitation
- Training

Our Client

Our client is an independent tertiary education college focused on creating real career pathways for students. They specialise in delivering hands-on, industry-based education that prepare graduates with the knowledge and skills they need to succeed.

For over 30 years they have been connecting graduates to industry success through practical education. Their project-based learning and real-world course content gives students valuable experience and access to industry networks, so they're prepared to start their career.

Our client offers fully accredited Bachelor Degrees or Diplomas in:

- Advertising
- Business
- Media
- Accounting
- Digital media
- Marketing
- Journalism

Purpose of the Position

We are looking to expand our Wellbeing team and welcome a new Wellbeing Support Practitioner.

Context

Being Found is contracted to provide an in-house wellbeing service for our client who is a tertiary education provider. Based at our client's Sydney campus in Surrey Hills, the Wellbeing Program aims to offer support for students as they undertake their studies. This is a fledgling service that is streamlining student support into a more structured and coherent program.

The Role

The Wellbeing Support Practitioner role provides general wellbeing support through case management, one-to-one student sessions and connection and communication with staff. We are looking for a psychotherapist, case manager, psychologist or similar, who works in alignment with Being Found's approach.

This role requires an energetic self-starter comfortable with working with great deal of independence. With experience within the tertiary sector, in particular with international students, you will be highly skilled in building rapport, engaging students and generating session bookings.

Student sessions are held both face-to-face and online and focus on supporting students with aspects impacting their studies and their wellbeing. Knowledge of referral pathways for local and international students is vital. The role will also focus on building connections within the college and raising the profile of the service.

This role has the potential to grow, both in hours and scope as student demand for the program increases.

The Team

You will work in collaboration with Being Found team members in Melbourne. We are a small team of dedicated practitioners who specialise in holistic and empowering student support.

On campus you will work alongside student support services and the college staff to embed the program within the fabric of the college and ensure students receive integrated wellbeing support.

Job title	Wellbeing Support Practitioner
Reporting to	Employer – Being Found, Direct Report - Sarah Pant, Director Client Direct Report – Operations Manager
Contract Term	Fixed term contract, March 8 th – December 31 st 2021. A probationary period of 6 months exists, followed by an annual performance review.
Hours	Part time, 10 hours per week over Mondays and Tuesdays during trimester times and 1 x 8 hours per week during allocated trimester break.
Location	Surrey Hills, Sydney

Key Requirements
<ul style="list-style-type: none"> • Relevant academic qualifications (psychology, psychotherapy, social work, case management or counselling), a minimum of 3 years practice experience and registered with relevant professional body • Current and valid Working With Children Check and Police Record. • Case management experience • Experience with student counselling at a tertiary level • Experience working with international students • Knowledge of referral networks for both international and local students, and ability to research to ensure referral networks are relevant and up to date • Demonstrated understanding and knowledge of the barriers disadvantaged and marginalised young people face when at risk of disengaging, or have disengaged, from education.

- Demonstrated understanding and knowledge of the personal barriers impacting on education participation and behaviour
- Personal attributes which allow for the development of appropriate and productive relationships
- Demonstrated ability to adhere to professional boundaries
- Ability to work with a team of staff through shared information and a collaborative approach
- Ability to develop effective working relationships with a range of internal and external stakeholders
- High level written and oral communication skills, with a demonstrated ability to effectively communicate with young people,
- High level of computer skills

Key Tasks, Responsibilities & Duties

Case Management and Counselling

- Provide individual counselling for students within a case management process
- Assessment and referrals for students to external providers as needed
- Support students through the identification, provision and documentation of intervention strategies that responds to students' personal and educational circumstances, barriers and risk factors
- Maintenance of accurate and up to date student case notes and files.
- Adherence to current privacy laws and confidentiality regulations.
- Adherence to Being Found's policies, procedures and guidelines for service operation and comply with our Client's policies and procedures and OH&S regulations
- Completion of other duties as directed by Being Found.

Liaison

- Liaise with client's student services team, Operations Manager and Dean around Wellbeing Service operations, processes, student issues and students at risk.
- Liaise with heads of department regarding student issues and provision of secondary consult
- Liaise with external professionals and agencies as required, including provision and advocacy of student referrals
- Liaise with parents/guardians/families if/when relevant/required
- Liaise with other team members across campuses to ensure smooth running of the service and a collaborative team approach
- Attend fortnightly management supervision sessions with direct report at Being Found

Reporting

- Communicate with other wellbeing practitioners to collate formal reports including Wellbeing Service trimester report and Weekly student-at-risk snapshots
- Provide feedback to client's staff within the guidelines of confidentiality
- Maintain case notes and referrals records as appropriate
- Communication with direct report at Being Found regarding service operations, relationships and student issues

Program Operations

- Contribute to documentation of forms, procedures and updates of practitioner manual for best practice and operation of the Wellbeing Service

Professional Learning

being found

- Maintain required external professional development and regular supervision sessions with external supervisor as required by accrediting body
- Commitment to external professional learning via research, workshops and training to maintain up-to-date knowledge of
 - Case management processes and best practice
 - Relevant agencies and government interventions for referrals
 - Government/community agency regulations
 - Social development and wellbeing of Client's student demographic
 - Social/emotional/psychological interventions
 - Other areas relevant to the role