

## 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 a dynamic independent tertiary education college full of passion, individuality and opportunity. Focused on creating real career pathways into the creative sector for students, They deliver industry-based learning coupled with strong personal and professional development.

Throughout their 30-year history as an education provider, the college has gained a reputation for delivering high quality, tertiary education, with a distinct ability to always be at the forefront of contemporary culture. Their commitment to industry connection, agility, and cultural relevance makes it a popular choice for students wanting the best start to a real career in the creative industry.

They offer fully accredited Bachelor Degrees, Diplomas & Postgraduate Qualifications in:

- Music Performance
- Entertainment Management
- Music Production
- Screen and Media
- Comedy
- Interior Design
- Digital and Social Media
- Fashion
- Digital media
- Marketing
- Journalism
- Photography

## 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 Melbourne campus in Collingwood, the Wellbeing Program aims to offer support for students as they undertake their studies. This is a well established and busy service that is focuses on student wellbeing, case management and counselling support

## 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 case manager, wellbeing student counsellor, psychotherapist, psychologist or similar, who works in alignment with Being Found's approach.

This role requires an experienced practitioner comfortable working within a small team both face to face and online. With experience within the tertiary sector, you will be highly skilled in building rapport, engaging students and supporting their wellbeing needs.

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 is vital.

## 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 your Being Found colleagues as well as the student support services and the college staff to ensure students receive integrated wellbeing support.

<b>Job title</b>	<b>Wellbeing Support Practitioner</b>
<b>Reporting to</b>	Employer – Being Found, Direct Report - Sarah Pant, Director Client Direct Report – Operations Manager
<b>Salary</b>	Fixed term contract, February 7 <sup>th</sup> 2022 – December 23 <sup>rd</sup> 2022. A probationary period of 6 months exists, followed by an annual performance review.
<b>Hours</b>	Part time, 15 hours per week over 3 days during trimester times. Preferred days of work: Tuesdays, Wednesdays and Saturdays.
<b>Location</b>	Collingwood, VIC

<b>Key Requirements</b>
<ul style="list-style-type: none"> <li>Relevant academic qualifications (psychology, psychotherapy, social work, case management or counselling), a minimum of 3 years practice experience and registered with relevant professional body</li> </ul>

- 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 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 management supervision sessions with Being Found manager and team meetings with your Being Found colleagues

### **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**

- 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