

Position Description

Title	Student Unit Coordinator
Business unit	Child, Youth and Families, Eastern Melbourne
Location	Eastern Melbourne offices (Croydon, Blackburn, Mount Waverley)
Employment type	Par time (30.4 hours per fortnight) Maximum term (initially 12 months)
Reports to	Senior Manager Child, Youth and Families East

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We have 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 are 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 are 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 Student Unit Co-ordinator will organise Social Work student placements across Eastern Melbourne. The Coordinator will form positive relationships with Universities and other training institutions with the view to increasing the number of student placements in the Eastern region. The Student Unit, led by the Student Unit Co-ordinator, will recruit, support and facilitate student placements across Uniting's Children, Youth and Families programs in Eastern Melbourne.

2. Scope

Budget: nil

People: nil

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3. Relationships

Internal

- Uniting staff
- Leadership team
- People and Culture and Work Health Safety

External

- University staff related to student placements
 - Social Work Students
 - Other Community Organisations
 - Department of Families, Fairness and Housing (DFFH)
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4. Key responsibility areas

Service delivery

- Develop and maintain positive relationships with University staff that provide placements to Social Work students
- Represent Uniting at University forums and information sessions to promote Uniting as a placement option for Social Work students
- Develop and maintain appropriate networks that will enhance the student learning experience
- Interview, recruit and support students
- Advertise, recruit and support Uniting staff to provide quality Social Work student placements.
- Match students to appropriate Uniting staff who will facilitate and supervise the student whilst they are on placement
- Provide formal Social Work direct supervision to students where the Uniting Social Work supervisor does not have qualifications in Social Work
- Work with Managers and Team Leaders to understand future recruitment needs and attempt to recruit students interested in a career within the Children, Youth and Families sector.
- Develop a student induction and learning program that can be implemented across Uniting's Eastern Melbourne programs
- Develop Uniting's reputation in providing quality student placements
- Act as an intermediary between the University, the Student and Uniting student supervisor as required
- Assist in any conflict resolution between the Student, University and Uniting staff
- Assist Uniting student supervisors with their requirements

Administration

- Set up appropriate filing systems and develop all relevant processes for recruiting, inducting and supporting student placements
- Maintain appropriate files and records
- Develop and deliver presentations to students regarding their learning experience within Uniting
- Develop learning materials and packs for students and staff supervisors
- Develop and deliver training to student supervisors that ensures that they understand their role as Supervisors and the relevant University's requirements

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- Ensure all relevant paperwork is completed and stored appropriately

Quality and risk

- Liaise with Uniting staff from People and Culture to ensure the student program meets the Uniting induction and recruitment related policies
- Liaise with relevant Uniting staff from Work Health Safety to ensure the student program meets Uniting's requirements
- Liaise with other Uniting staff who organise and facilitate placements to ensure continuity of documentation and processes
- Ensure Uniting's interview process and safety screening is undertaken prior to engaging students
- Inform the direct supervisor of any risk related issues as soon as they become apparent and work with the direct supervisor to mitigate the risks
- Ensure all students are appropriately inducted and supported during their placement
- Develop feedback mechanisms to understand the student experience within Uniting
- Understand and communicate the relevant requirements of Uniting staff when providing the student placements and ensure these are being met

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
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people

5. Performance indicators

- Successfully build key relationships with University staff that organise student placements
- Set up relevant processes and systems to enable the workings of an effective Student Unit
- Recruit, induct and support at least 15 student placements over the course of the year
- Recruit, induct and support Uniting staff to supervise the student placements

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6. Person specification

Qualifications

- Bachelor level degree in Social Work

Experience

- At least 4 years of work experience as a Social Worker
- Work experience in the Children Youth and Families sector (desirable)
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Relationship building:** strong interest in people and ability to confidently meet others and quickly build a basis for mutual trust and respect to enable professional and productive relationships
- **Self-confidence:** ability to trust own judgement and abilities in difficult and challenging situations
- **Focused:** ability to manage work and maintain focus on achievement, results and outcomes
- **Organising and planning:** ability to foresee and understand work requirements to ensure adequately resourcing and preparation to develop a new program and position
- **Integrity:** strong sense of ethics, truthfulness, fairness, right action, morals and respect for others
- **Communication:** open honest and flexible approach to communicate ideas and information in a manner which is easily understandable; with the ability to actively listen and suspend judgement
- **Initiative:** self-motivated, able to understand requirements quickly and work autonomously
- **Teamwork:** demonstrates team behaviours to work closely with others in an effective and efficient manner striving for co-operative and professional relationships
- **Self-awareness:** demonstrates a high level of self-awareness and understanding of interpersonal strengths and areas for development with the ability to admit mistakes, as an opportunity for reflection, learning and development

Other requirements

- Legal eligibility to work in Australia
 - A satisfactory national police records check is a condition of this position and is repeated every three years and International police check if required
 - Current Working With Children Check (Victoria)
 - Compliance and understanding/familiarity with organisational policies, procedures relevant legislation (Quality management system, Equal Opportunity, Health and Safety)
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7. 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

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Children Check (and NDIS Worker Screening Check where relevant) 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.