

WELLBEING COORDINATOR PEOPLE AND CULTURE CENTRAL OFFICE

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

At Anglicare Victoria we care about our employees in the same way that we care about our clients. We support and encourage our employees with a wide range of professional and personal opportunities to strengthen their overall wellbeing.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.



Position details

Position Title	Wellbeing Coordinator
Program	People and Culture
Classification	
Engagement	Full Time
Hours per week	38 hours
Duration	Ongoing
Fixed term end date	Not Applicable
Location	This position is based in Collingwood, flexible working arrangements are available
Reporting Relationship	This position reports to the Wellbeing Lead
Effective date	February 2022

Overview of program

The People and Culture Department is responsible for providing comprehensive Human Resources Services to the organisation, which consists of approximately 1,800 employees and 2,300 volunteers.

The Wellbeing Coordinator will join our vibrant Health, Safety, and Wellbeing team, within the People and Culture team.

Position Objectives

The objectives of the Wellbeing Coordinator, are:

1.	Build individual and organisational wellbeing capability and promote the positive aspects of work that contribute to health and wellbeing.
2.	Coordinate, deliver, and enhance our Early Intervention Program to support employee wellbeing after a critical incident.
3.	Work closely with the Wellbeing Lead to develop, manage, and evaluate health and wellbeing policies, guidelines, programs and events.
4.	Help shape what workplace wellbeing looks like at Anglicare Victoria, now and into the future.


Key responsibilities

The key responsibilities include but are not limited to:

1.	Coordinate, deliver, and enhance our Early Intervention Program.
2.	As part of the Early Intervention Program: monitor, prioritise, and provide wellbeing support to employees' following a critical incident. This will include conducting welfare checks on employees, and planning and delivering group wellbeing support sessions.
3.	Coordinate the delivery of health and wellbeing initiatives and incident support forums with internal and external providers.
4.	Build and maintain trusting and professional relationships with colleagues at all levels.
5.	Work closely with the Health, Safety, and Wellbeing team, the HR Business Partners, and program areas. Where appropriate, provide advice and recommendations on wellbeing support options.
6.	Assist the Wellbeing Lead to design and deliver a range of health and wellbeing education sessions.
7.	Assist the Wellbeing Lead to develop, manage, and evaluate health and wellbeing policies, guidelines, programs and events.
8.	Remain informed about current workplace wellbeing initiatives, guidelines, and frameworks.

Key Selection Criteria

Applicants are encouraged to provide a written response addressing the role specific Key Selection Criteria detailed below:

 <p>Role Specific</p>	<p>1. Qualifications in a relevant discipline and/or demonstrated experience delivering outstanding support within a similar health and wellbeing position.</p>
	<p>2. Experience in, or willingness to learn, Mental Health First Aid, Psychological First Aid, and Trauma-informed approaches.</p>
	<p>3. Knowledge, understanding, and experience with coaching and/or counselling skills (desirable).</p>
	<p>4. Exceptional interpersonal and communications skills and an ability to work positively with a wide range of people from diverse backgrounds and to collaborate with employees at all levels.</p>
	<p>5. Self-starter with initiative, ability to work independently, as well as part of a dynamic team, and a commitment to working respectfully with all.</p>
	<p>6. Solutions-focused, with strong negotiation and influencing skills.</p>
	<p>7. Personal attributes: resilient, emotional intelligence, self-awareness, strong focus on self-care.</p>
	<p>8. High level proficiency in a range of computer-based applications including Microsoft Office programs Outlook, Word, Excel and PowerPoint.</p>

Child Safety

AV is committed to protecting children and young people from all forms of harm and abuse. As an employee you are required to report any concerns raised by, or on behalf of, children and young people in accordance with mandatory reporting, reportable conduct and incident management procedures. Everyone at AV has a role to play in keeping children and young people safe.

Occupational Health & Safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems.

Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

Conditions of employment

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. Salary packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check and an Employment Working with Children Check prior to commencement.
- A current Victorian Driver's license is essential.
- In line with Anglicare Victoria's Covid-19 Vaccination Policy all staff, students and volunteers are required to provide evidence of full vaccination against Covid-19 or provide a valid medical exemption. This requirement may be amended from time to time in line with Anglicare Victoria Policy or as directed by Chief Health Officer.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name:

Signature:

Date:
