

**Position Description**  
Student Wellbeing Coordinator

<b>POSITION :</b>	Student Wellbeing Coordinator		
<b>STATUS:</b>	Permanent Full Time	<b>REGION/SITE:</b>	Metro
<b>DEPARTMENT:</b>	Training Services	<b>PROGRAM:</b>	Youth Education
<b>CLASSIFICATION:</b>	Training & Placement Officer Grade 2 Level 5	<b>CONDITIONS:</b>	Labour Market Assistance Industry Award
<b>REPORTING TO:</b>	Program Manager, Youth Education		
<b>DIRECT REPORTS:</b>	None		
<b>RELATIONSHIPS:</b>	<b>Internal</b>	RTO Manager, Training Services, Program Manager, WPLC Coordinator, Department employees, Other Training Services staff and Employment Services staff	
	<b>External</b>	Customers, Suppliers, Industry Associations, Government, Local employers and schools	
<b>REMUNERATION:</b>	Wages will be negotiated commensurate with experience and qualifications. An attractive salary package will be offered which includes access to salary packaging provisions. Superannuation is paid at the standard rate.		
<b>COMPLIANCE:</b>	Working with Children Check, National Police Check, Victorian Institute of Teaching Card, Proof of legal entitlement to work in Australia (if applicable)		

**POSITION OBJECTIVE :**

The primary responsibility of the Student Wellbeing Coordinator is to provide welfare support and training for students and staff.

**HOW TO APPLY :**

Your application should include:

- A cover letter and curriculum vitae.
- A document addressing the key selection criteria detailed in the position description.
- The names and contact details of two professional referees
- Copy of current Working with Children Check or Victorian Institute of Teaching Card
- Copy of Police Check (no more than 12 months old)

We request that your application for the position is forwarded to [hr@skillsplus.com.au](mailto:hr@skillsplus.com.au)

Closing date: C.O.B. 18 July 2016

**KEY DUTIES AND RESPONSIBILITIES :**

- Provide 1 on 1 counselling, group counselling and debriefing to students and staff. Where appropriate, refer students to external support agencies such as Department of Human Services or other local networks.
- Work as an advocate for the students where required, including during student performance counselling.
- Assist the Program Manager/Coordinator to identify, develop and implement current and new opportunities that generate additional community awareness and student outcomes and engagement.
- Develop and deliver programs aligned with Youth Education to support building resilience and knowledge in areas of health and wellbeing.
- Train, mentor and support staff to deal with student management, critical incidents and welfare issues in accordance with policies and procedures. In consultation with the Program Manager/Coordinator
- Lead response/s to critical incidents and debriefing.

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Student Wellbeing Coordinator

### KEY DUTIES AND RESPONSIBILITIES :

- Work collaboratively with local and relevant services.
- Assure compliance required by Government legislation and contractual obligations (HESG, ACFE, DEECD and VCAA) and company policies and procedures.
- Recommend policy and procedure to Youth Education Leadership team relating to health and wellbeing.
- Ensure Case Files are updated and stored in line with organisational and legislative requirements.
- Create and maintain close business relationships with customers, suppliers, industry associations and government. Membership and participation in local Youth and/or Welfare Networks to enhance the development and promotion of SkillsPlus in the local area.
- Attendance and participation in relevant site and Youth Education meetings including; quarterly all staff meetings, monthly site meetings, fortnightly staff meetings and monthly meeting with manager.
- Follow the Welfare Program Logic model and priorities set out within it.
- Completion of reports as required by SkillsPlus including monthly welfare report to the manager.
- Market all SkillsPlus and Brace business products and services to current and potential customers.
- As required, perform teaching duties within Youth Education.
- Carry out other duties as required by the Program Manager/Co-ordinator

### KEY RESULT AREAS :

#### Performance - Student Wellbeing

- Manage and broker wellbeing arrangements for students as required
- Complete a wellbeing intake process for each young person
- Parental engagement and support
- Facilitate referrals
- Crisis management in accordance with critical incident plans
- Pathway and exit planning in consultation with Coordinators
- Make curriculum recommendations to Coordinators based on identified priority areas (i.e. drug and alcohol)
- Attendance at debriefing & supervision

#### Networks and Relationships

- Establish and maintain a database of external referral agencies
- Attend site and youth meetings
- Establish and maintain relationships with key stakeholders including schools, agencies, Government, LLEN's etc.

#### Record Management

- Maintain accurate and timely student case notes via the Wellbeing Database
- Communicate key information and events to staff as required
- Preparation of Intake survey
- Report survey results

#### Policies and Procedures

- Review and update wellbeing policies in consultation with Coordinators and Program Manager with a primary focus on Student engagement guidelines, Wellbeing intake process & forms, Exit processes

#### Administration

- Maintain accurate case management/student and course records, and complete all required reporting.
- Contribute to continuous improvement of the Training department and wider organisation.

#### Compliance

- Participate in internal and external audits.

#### Safe and Healthy Workplace/Environmental Responsibility:

- Contribute to ensuring a safe working environment for co-workers and visitors;
- Identify and implement opportunities to improve environmental responsibility.

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**SELECTION CRITERIA :**

Skills and attributes

1. Ability to develop training programs aligned to VRQA/AQTF qualifications.
2. Possess a high level of organisational and time management skills.
3. Possess high level written and verbal communication skills, including the ability to resolve conflict situations.
4. Strong computer literacy skills, including the Microsoft suite of products and database applications.

Knowledge and experience

5. Experience in working with disengaged youth.
6. Experience in responding to critical incidents and debriefing.
7. Thorough knowledge and understanding of youth development
8. Knowledge of legislation relating to working with youth.
9. Experience in the delivery of educational programs or sessions.
10. Demonstrated experience in working with young people in a training environment.
11. A pleasant, positive, and professional attitude in dealing with clients and other staff members.

Qualifications

12. Certificate IV in Training and Assessment is essential or equivalent and currency and relevant Industry Qualifications and experience.
13. Certificate IV or Diploma of Youth Work.
14. Relevant counselling training

**APPROVAL :**

I have read and understood this position description and in signing this document agree that I am capable of fulfilling all of the requirements of the position prescribed in this document.

<b>Employee</b>	<b>Manager</b>	<b>Human Resources:</b>
Name:	Name:	Name:
Signature:	Signature:	Signature:
Date:	Date:	Date: