Job Description
Students Welfare Officer

The Students Welfare Officer's role is to work as a member of both the St George Youth Services (SYS) team, and partner school teams to achieve the objectives of the projects:

**Employment Status:** Part time 21hrs-24hrs per week negotiable for 12months, with possible extension

**Responsible to:** The position is responsible to the Manager (and ultimately the SYS Management Committee) as the Employer. On days where the position is based at school premises, the position reports to the Principals.

This Job Description should be read in conjunction with SYS’s Policies and Procedures, partner school’s operational requirements, employee job contract & other relevant funding guidelines.

The position will be based at 3 sites: Brighton (SYS centre), Hurstville and Caringbah (at schools below).
- Woniora Road School is a school for specific purposes, for secondary students with mental health issues.
- Caringbah High School is a selective high school for high achievers, gifted and talented students

**Key Responsibilities and Duties**

1) **Direct Client Support**

1.1 Work closely with and/or as part of the school welfare team and wellbeing programs to plan and deliver welfare support at Woniora and Caringbah High Schools

1.2 Provide direct support and mentoring for students for their welfare needs and personal issues via one-on-one casemanagement support eg. for students facing difficult situations, and/or facing personal/emotional challenges (with student's consent)

1.3 Provide intake, assessment, short term counselling to identify issues, emotional support, information, negotiating and following up case plans, advocacy, appropriate referrals and follow-up support.

1.4 Organise and/or facilitate group work programs, such as skills training, information workshops, support groups for young people and/or parents / family members according to needs of the community.

1.5 Ensure to access young people from culturally and linguistically diverse backgrounds/non-English speaking backgrounds/refugee youth, and indigenous youth

2) **Community Development and Networking & Administration**

2.1 Develop and maintain sustainable links and networks with youth support services, schools, other agencies and the wider community, particularly points of referral and assessment for students

2.2 Participate in relevant meetings with local Networks

2.3 Other community capacity building activities, including advocacy and representation of the issues/needs of the target group, and participation in collaborative capacity building projects with other services.

3) **Administration**

3.1 Maintain accurate records including:
   - Confidential and appropriate client case notes
- Client statistics and outcomes for research and evaluation purposes
- Administrative requirements such as travel expenses, timesheets, leave forms, financial transactions etc.

3.2 Participate in service meetings such as staff team meetings, Supervision/casereview meetings
3.3 Participate as a team member with School staff and St George Youth Service staff, and in planning/evaluation processes
3.4 Provide Project Reports to the Management, the school community and funding body
3.5 Participate in and comply with Work Health & Safety policy and requirements
3.6 Undertake other relevant duties as directed by the Management

### Selection criteria

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<th>ESSENTIAL criteria:</th>
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<tr>
<td>· Skills/experience in working directly with young people aged 12-18, particularly with mental health issues (&amp; their families)</td>
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<td>· Skills/experience in casemanagement and counselling</td>
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<td>· Skills/experience in working with culturally diverse communities</td>
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<td>· Knowledge of the issues which may affect high achieving, gifted and talented students</td>
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<td>· Knowledge and understanding of support services relevant to young people, including ability to make suitable referrals</td>
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<td>· Relevant tertiary qualification in social/human services (degree level preferred), including competencies in mental health and making appropriate referrals</td>
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<td>· Ability &amp; commitment to teamwork, &amp; ability to work independently</td>
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<td>· Excellent organisational, administrative and communication skills, including computer literacy</td>
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<td>· Commitment to principles of social justice</td>
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<td>· As this position is funded under the National Schools Chaplaincy Program, it is a funding body requirement that successful applicant will need to be recognised as a ‘chaplain’ through endorsement by a recognised or accepted religious institution (such as a letter from an institution), OR by formal ordination, commissioning, recognised religious qualifications. Please contact us if you require more information about this criteria or would like some information about how to obtain this recognition.</td>
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<td>DESIRABLE criteria:</td>
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<td>· NSW drivers licence &amp; own comprehensively insured car</td>
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### Salary & Conditions

- **Excellent Salary package includes base salary and Salary packaging option, total value ranges from $50,378pa to $55,561 pa, plus super (for parttime hours 21-24hrs per week)**
- **Conditions of employment covered by the Social, Community, Home Care and Disability Services Industry Award 2010 (Federal modern award). Position is classified as Level 5 Pay Point 1, at above Award rate**
- **Salary package above includes base salary including $15,900pa of salary able to be salary packaged (tax free), and a car allowance of up to $1782 pa for use of own car for work purposes, above & on top of mileage reimbursement. Salary packaging is optional, however**
- **External paid clinical supervision is also offered for this role**
- **All applicants must submit their Resume & statement addressing each essential & desirable criteria (using the ‘How to Apply’ guide in the information package). For further information email admin@stgeorgeyouth.org or ph. 95561769.**
- **Your application must be received by 10am Monday 4th May 2015.**

*This is a Child-Related position and it is a legal requirement that the successful applicant must hold a current Working with Children Check clearance prior to commencement of employment, under the Child Protection (Working with Children) Act 2012. Information on the ‘Working with Children Check’ may be obtained from the NSW Office of the Children’s Guardian web-site at www.kidsguardian.nsw.gov.au*