

Position Description



Position Title	Wellbeing Specialist
Agreement / Award	Y Whittlesea Enterprise Agreement 2024
Classification	SWS 1.1 – 1.3 (<i>dependent on qualifications and experience</i>)
Employment Status	As per Employment Contract
Division / Department	Y Community School
Direct Reports	Nil
Reports to	Wellbeing Leader

POSITION SUMMARY

The Student Wellbeing Specialists will play a crucial role in fostering a nurturing environment for wellbeing and learning at the Y Community School. Their primary responsibility is to assist students with their daily wellbeing requirements, enhancing their ability to fully participate in the learning process. These specialists collaborate with school staff, external professionals, student support groups, and parents/guardians to maximise the supports available and improve and maintain the wellbeing of students.

DUTIES AND RESPONSIBILITIES

Deliverables of the role - Wellbeing support

- Establish rapport with and address the individual and group needs of students.
- Support students, teachers and youth workers to establish strategies that develop self-regulation, supporting students with active participation in their learning.
- Provide consultation to teaching and support staff members with regard to student's personal, social and emotional difficulties, while maintaining confidentiality. This includes supporting teachers and other staff with practical strategies to support student's engagement and wellbeing.
- Provide assessment and short-term counselling for students facing personal, social and emotional difficulties and make referrals to services whenever needed. This includes implementing evidence-based approaches and therapies in accordance with professional recommendations.
- Assist with facilitating group activities and programs promoting student wellbeing and life skills development.
- Contribute to the design and delivery of creative, responsive and hands-on wellbeing programs and interventions tailored to individual student's needs and interests.
- Triage students to professionals for specific needs and follow up to ensure referrals are enacted.
- Facilitate, attend and record case management, referral and student support group meetings in support of students.
- Maintain relationships with parents and carers and link them to support services wherever relevant.
- Where necessary, be prepared to visit student homes or engage with students in the community in order to promote school engagement.
- Provide support for the school community in response to critical incidents, being familiar with emergency procedures and ensuring readiness to implement them when required.
- Escalate issues to the Wellbeing Leader and / or Campus Principal as required including individual issues and patterns emerging across the campus.

Deliverables of the role - Teamwork

- Work collaboratively with teachers, the student wellbeing leader, and other members of the school leadership team to promote the wellbeing of individuals and the school community.
- Liaise with external professionals, teachers, and families to support students.
- Build and strengthen networks with selected stakeholders, other agencies, schools and the local community.
- Participate fully in meetings as required including staff and team meetings, briefings and debriefs and other collaborative teams as organised by the school leadership.
- Support the implementation of and adherence to school policy and procedures at all times.

Reviewed by	Human Resources	Review Date	26/08/2024
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Deliverables of the role – Administrative tasks

- Maintain records of all assessments and wellbeing services provided to students following established procedures and as directed by school leadership.
- Record interventions, observations, actions and communications on the school’s digital student management system with due regard to appropriateness and privacy considerations as well as any other records required by the school.
- Maintain up to date records of student support groups, referrals and external supports being provided to students.

Deliverables of the role – Communication

- Provide effective information and guidance to other school staff to facilitate student engagement and progress and enhance student wellbeing.
- Report significant wellbeing concerns for students or staff to school leadership.
- Maintain effective and proactive communication with external support agencies and / or referral agencies to ensure students receive the best possible support.
- Stay up to date with school and Y Whittlesea communications via email and other systems.

Deliverables of the role – Supervision

- Undertake supervision of areas of the school premises as rostered / directed by the campus principal.
- Ensure students with an increased level of vulnerability and / or risk are supervised, and their safety is ensured.
- Perform other duties as directed by the principal or campus principal.

KEY PERFORMANCE INDICATORS

KPI	Reference	KPI	Reference
Positive relationships with students	Records, observations, and feedback from students and peers.	Individual support & referrals for students	Student feedback indicating satisfaction with wellbeing support.
Positive & effective working relationships with staff	Feedback and collaboration with colleagues.	Feedback and strategies for staff	Staff feedback and documented strategies.
Documentation of student support	Detailed records respecting confidentiality.	Effective delivery of wellbeing programs	Successful program delivery with a positive impact.
Attendance and documentation of student support groups	Records of attendance, referrals, and communications.	Contributions in meetings, interactions, and professional development	Contributions in meetings, interactions, and professional development

CAPABILITIES & ATTRIBUTES

- Compassionate, caring and supportive with a strong understanding of professional boundaries, especially as they apply to adolescents.
- Clear and effective communicator with a diverse range of stakeholders
- Maintain a high level of discretion and confidentiality.
- Strong commitment to the safety and wellbeing of young people, including an understanding of child safety and the child protection system.
- Well-developed sense of self and ability to self-monitor and maintain your own wellbeing, seek support and assistance as required and support colleagues to do the same.
- Effective ICT skills including the ability to use the common Microsoft Office 365 tools.

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KEY SELECTION CRITERIA

Qualifications (pre-employment conditions)

- A Degree or Diploma in either Social Work, Youth Work, Counselling or Education
- Current Employee Working with Children Check
- Current National Police Check
- International police check if they have worked/lived overseas in the last 5 years
- Current Level 2 First Aid and CPR

Knowledge and Experience

- Comprehensive understanding of the factors contributing to disengagement from education and the interrelationship of disengagement and wellbeing.
- Knowledge and experience of the factors that promote wellbeing and those that create a poor sense of wellbeing.
- Experience in working with young people to increase their sense of wellbeing and intervene when they are experiencing crisis or prolonged periods of poor wellbeing.
- Experience in supporting those with poor mental health is highly desirable.
- Ability to respond to critical incidents and situations in a way that focusses on safety and wellbeing for all concerned.
- An understanding of the impacts of trauma on development and engagement in education.
- Demonstrated experience working effectively with young people, assisting them to reconnect with school and / or to obtain and maintain employment or related skills.
- Demonstrated understanding of the complexity of adolescent development.
- Proven ability to assist quickly, sensitively and effectively with the de-escalation of young people in moments of personal distress.
- Familiarity with Child Safe Standards and ability to adhere to and proactively support them.
- Case noting and record keeping skills including an understanding of privacy, confidentiality and the circumstances in which information can and must be shared.
- Knowledge of and or experience in dealing with the child protection and related systems, support agencies and the child information sharing scheme and the family violence information sharing schemes.

CONDITIONS OF EMPLOYMENT

- May be required to comply with any mandated vaccination requirements as amended from time to time.
- Maintaining mandatory qualifications / requirements.
- Completion of induction as required (within first six weeks of employment)
- Comply with our [Safeguarding and Licensing Framework standards and our NDIS Practice Standards](#).
- Attendance and active participation at Y meetings and training when requested.
- This position is subject to a probationary period in line with your employment contract.

MUST BE READ IN CONJUNCTION WITH THE Y WHITTLESEA'S HEALTHY WORKING CODE & ORGANISATION POLICIES

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