



Position Information Document

Education Support Officer

Wellbeing Support Worker

Position Details

Role Title:	Wellbeing Support Worker
Directly Responsible to:	Lead Counsellor and Counselling Team members, Deputy Principal; Student Wellbeing and Leadership for day-to-day operations, and ultimately responsible to the Principal
Classification Level:	Grade 3, Subclassification: Administration Refer to SA Catholic Schools Enterprise Agreement 2020, Appendix E: Classification – Education Support Officers.
Weeks per year:	40 weeks
Hours Worked per week:	27.5 hours 9:00am to 3:00pm
Tenure:	Permanent
Conditions of Employment:	All employment conditions are governed by the SA Catholic Schools Enterprise Agreement 2020 as amended or replaced (“Enterprise Agreement”) Conditions of Employment: All employment conditions are governed by the SA Catholic Schools Enterprise Agreement 2020 as amended or replaced (“Enterprise Agreement”)

Role Context

The Wellbeing Support Worker plays a vital role in supporting the Counselling Team in the provision of wellbeing support for students. This support takes many forms, including offering effective management and supervision of the Wellbeing Space, triaging Counselling meeting requests and general administration support to the Counsellors.

The Wellbeing Support Worker works closely with the Counselling Team, Deputy Principal: Student Wellbeing and Leadership, Director of Student Wellbeing, House Leaders and Mentor Teachers who assume responsibility for the overall pastoral care of students.

Role-Related Responsibilities

Supervision and Management of the Wellbeing Space

- Actively supervise and monitor students who access the Wellbeing Space.
- Ensure attendance is recorded accurately in SEQTA.

Triaging student wellbeing needs

Undertake initial assessment of students who present to the Wellbeing Space.

Provide guidance and assistance with counselling

- Assist counsellors and wellbeing staff in the delivery of student welfare services.
- Provide some guidance and support to students with defined accountabilities.

Administration Support to Counselling Team

- Provide diary management for the Counselling Team.
- Provide administration support with Wellbeing IEPs, which includes the filing of IEPs.
- Manage data from SEQTA to produce 'Wellbeing Space' attendance reports for analysis.
- Assist in the booking of student appointments and family meetings.
- Assist with note taking, record keeping and case notes as required.
- Support in managing the on-line counselling platform and other data management systems.

Other Duties

- Promote a safe working environment for all staff, students and volunteers.
- Report any unsafe work practices to the Risk and Compliance Manager or committee.
- Any other duties as directed by the Principal.

Person Specification

The employee will have/obtain/demonstrate:

- highly developed management and coordination responsibilities as required.
- supporting the counselling work.
- modelling positive, inclusive interactions with students.
- relating successfully to students, staff and parents in a way which is responsive to their needs.
- responding effectively to crises involving the welfare of adolescents.
- the interaction between adolescents and their social environment.
- legal obligations and confidentiality.
- highly developed verbal and written communication skills.
- ability to develop positive relationships and apply interpersonal skills in a team situation.
- the use of systems to support the counselling work (eg. SEQTA).
- Demonstrate a commitment to uphold, support and contribute to the values, vision and mission of Cabra Dominican College.
- Seek to deepen their understanding of the Dominican charism.

Work, Health and Safety (WHS)

This role is deemed to be a Worker under the Work Health and Safety Act 2012 (SA). As a Worker, while at work, you, as the employee who is the subject of this Position Information Document must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.

- Comply, insofar as you are reasonably able to, with any reasonable instructions given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.
- Reference: Work Health and Safety Act 2012 (SA) ss 27 and 28.

Additional Qualification, Documentation, WHS and Compliance Requirements

All employees must ensure that they are fully compliant and will take personal responsibility to maintain and complete their:

- Screening clearance and a police clearance to work in Catholic Education SA in accordance with current guidelines (i.e., DHS Working with Children Check)
- Approved Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC)
- HLTAID012 Provide an emergency First aid response in an education and care setting
- Learning Manager modules, as issued by the Catholic Education Office, as required

In addition, all employees are expected to:

- Provide copies of awarded qualifications if applicable.
- Complete WHS education and training modules as required.
- Be familiar with and understand Cabra's WHS policies.
- Report all hazards, incidents, accidents when witnessed, in accordance with Cabra's WHS policies and procedures.
- Use correctly any equipment provided for health or safety purposes.
- Cabra staff do not need to be vaccinated against COVID-19 as a condition of employment, however staff are strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement and CESA COVID-19 Vaccination Policy.

Conditions of Employment

- The salary and entitlements are consistent with those outlined in the Enterprise Agreement.
- The employee must undertake performance review on an annual basis in accordance with the terms and conditions of the Enterprise Agreement.
- The "Weeks per year" and "Hours per week" identified in Position Details (above) may be varied by written agreement. To the extent of any inconsistency between this PID and subsequent correspondence from Cabra which purports to vary these hours or weeks, the latter shall prevail, provided that such variation is in keeping with the terms and conditions of the Enterprise Agreement.

Acknowledgement

I have read and understood the requirements of this position. I acknowledge that this Position Information Document has been designed to indicate the general nature and level of work and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

Signed by:

Dr Helen Riekie
Principal

Employee Name

Date

Date