



## Position Description

Position Title	Student Wellbeing Officer
Department	Organisational & Community Development
Program	SPEAK UP! Stay ChatTY
Location	State-wide
Classification	Level 2 (of Relationships Australia Tasmania Employee Agreement 2015)

### About Relationships Australia Tasmania

Relationships Australia Tasmania (RA Tas) is a leading provider of relationship support services. We're here to help people and communities thrive by supporting people to create positive connections.

### Our Values

At Relationships Australia Tasmania we are guided by these values in everything we do:

- Willing to Serve
- In it Together
- People Matter
- Looking Forward

### Position Summary

Working in partnership with RA Tas, SPEAK UP! Stay ChatTY (SUSC) is a registered not for profit charity that works to help prevent suicide by spreading the message that nothing is so bad that you can't talk about it. SUSC deliver key messages on where to find help if it's needed, listening to those who need it, and how we can all help each other out in tough times.

Student Wellbeing Officers will work with wellbeing and student support staff in schools to support the emotional wellbeing of students and the broader school community. The role may also be called upon to assist with SUSC other programs, events and activities in the future.

### Key Areas of Responsibility

- Assist the school wellbeing and support staff to provide guidance to students and strategies that support the emotional wellbeing of the broader school community
- Refer students, or source to the most appropriate services to meet their needs.

- Assist the school staff with activities that improve student engagement and connectedness.
- Assist the school staff in providing a safe, inclusive and supportive learning environment.
- Provide general assistance to staff and students in the classroom or on school excursions.

## Position Relationships

Manager	Manager Organisation & Community Development and SPEAK UP! Stay ChatTY Founder/Team Leader
Direct Report(s)	Nil
Other(s)	RA Tas staff, external stakeholders including schools and school communities

## Extent of Authority

The SPEAK UP! Stay ChatTY (SUSC) Student Wellbeing Officer receives instructions and guidance on work practices and processes in meeting usual requirements. Freedom to act is within established guidelines and solutions to problems require the exercise of limited judgement, with guidance to problems to be found in procedures, precedents and guidelines.

## Organisational Responsibilities

- Demonstrate professional workplace behaviours at all times in accordance with the organisation's Code of Conduct and Code of Ethics and adhere to all organisational policies, procedures, standards, practices and RA Tas values
- Assist RA Tas to create and maintain a safe and healthy work environment by working safely and adhering to all RA Tas Policy, procedures, standards and practices
- As an employee of RA Tas you are required to promote a workplace environment that supports the rights of all employees to live free from violence and adhere to the RA Tas Family Violence Support Policy at all times
- Our organisation is a Child Safe organisation and takes child protection seriously. As an employee of RA Tas, you are required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines
- Our organisation is committed to providing a welcoming and safe environment and to delivering culturally safe services for Australia's First Nation peoples. You are required to behave in a manner that is respectful, culturally appropriate and welcoming for all First Nations peoples.
- Our services are for everyone, regardless of race, social status, sexual orientation, gender identity or intersex status.
- Actively participate in regular Supervision sessions in accordance with the RA Tas Supervision Model and positively engage in continued professional development activities

## Selection Criteria

### Essential Requirements (Skills, knowledge, experience, qualification(s) and/or training)

1. Minimum Certificate IV in Youth Work, Mental Health or Pastoral Care or equivalent, and experience working in schools and/or with children and young people.

2. Experience building and maintaining positive and supportive relationships with children and families from diverse backgrounds and situations.
3. Capacity to build and maintain links between the school and the broader community
4. An understanding of child safe practices and the ability to adhere to relevant legislation such as the Child Safe Organisations Act, Reportable Conduct Scheme
5. Capacity to reflect on own practice, with supervisor, peers and self
6. Ability to work within and positively advance the mission and values of Relationships Australia Tasmania

### **Desirable Attributes**

7. Current Mental Health First Aid certificate
8. Current drivers' licence

### **Special Requirements**

- Appointment to this position will be subject to:
  - a satisfactory National Police Check and as applicable an International Police Check
  - a current EMPLOYEE Working with Vulnerable People registration for Child Related Activity
- Our organisation undertakes several screening processes to ensure the appropriate protection of children in its care. This includes reference checks, identity check, qualification checks and professional registration checks.
- intrastate and interstate travel may be required in the position

### **Working Conditions**

- Some out of hours work may be required in order to satisfy operational requirements
- The position may involve working with people with challenging behaviours
- Applicants are expected to attend and complete compulsory training and attend other training and development opportunities as required

### **Approval**

**Mel Harback**

**COO**  
**February 2024**

