Summer School 2016 Position Description

Welfare Officer

The Welfare Team ensures the wellbeing of both students and tutors during the program. They are responsible for ongoing mediation of student and tutor grievances, as well as actively working to provide a safe and positive Summer School environment.

The selected candidates for this role must adhere to privacy and confidentiality guidelines and would ideally have experience in social work, youth counselling or similar fields.

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<thead>
<tr>
<th>Title</th>
<th>Welfare Officer</th>
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<tr>
<td>Number of positions</td>
<td>4-5</td>
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**Main duties and responsibilities**

- Ensure that everyone gets the most out of Summer School.
- Be a point of reference for both students and tutors, providing information in regards to accessing relevant mental health services and resources of assistance both within the university and the wider community.
- Be an emergency contact for any first-aid related issues.
- Assist students facing long term mental health issues in seeking professional help.
- Help resolve problems directly relating to Summer School, such as inter-student conflicts, student-tutor relationship problems, and stress management issues for tutors.
- Attain detailed knowledge of and inform tutors and students about the Program’s Harassment and Bullying Policy.
- Actively discourage discrimination, harassment and bullying of any kind, including sexual harassment.
- To have applied for and received the Working With Children Check by Summer School 2015, and signed the indemnity form indicating agreement with all terms and conditions stated.

**Reporting**

Welfare Coordinator and Directors

**Responsibilities Common to all Roles**

- Assist in ensuring that the program runs smoothly.
- Be a mentor (both personally and academically) to the group of students assigned to you.
- Follow Program rules and procedures, including the Harassment and Bullying Policy.
- Ensure that students follow the rules of the program.
- Help out in the event of an unforeseen emergency.
- Communicate concerns about students’ progress or welfare to the Resi coordinator and/or directors as appropriate.
• To have applied for and received the Working With Children Check by Summer School 2016, and signed the indemnity form indicating agreement with all terms and conditions stated.

**Time Commitment**

You are expected to be able to manage both tutoring the classes you have been assigned and fulfilling your responsibilities as Welfare officer. If you have any clashes, or if your workload is overwhelming, let us know (we can help you too!). Please note that there will be regular meetings throughout the program, so make sure you’re aware of the time commitment (hint: it’s a lot.)

Basically, we’d like you be at VCESS from about 8:30-4:30 each day, although occasionally we might require welfare mediation in the residential program.
Director, Welfare and Tutor Responsibilities

1. Directors and Welfare have the responsibility to:
   - ensure their behaviour complies with this Harassment and Bullying Policy
   - inform volunteer tutors, visitors and suppliers about this policy
   - actively discourage discrimination, harassment and bullying of any kind, including sexual harassment
   - treat complaints seriously, impartially and with the strictest confidence
   - refer complainants to appropriate avenues for advice
   - assist with resolution if requested
   - prevent potential instances of and deal with actual occurrences of victimisation

2. Tutors, visitors and other attending personnel have the responsibility to:
   - ensure their behaviour complies with this Policy;
   - offer support to anyone who is harassed or bullied and let them know where they can get help and advice;
   - maintain complete confidentiality at all times.