

## VCE Summer School 2022 Position Description

### *Welfare Coordinator*

The Welfare Coordinator is responsible for leading and organising the Welfare Team. The Welfare Team ensures the wellbeing of both students and tutors during the program, with a particular focus on mental wellbeing. They are responsible for facilitating an inclusive, supportive and safe environment for all VCE Summer School (VCESS) participants. This includes ensuring the program is accessible and appropriate for those of different genders, sexualities, abilities and social backgrounds. The Welfare Team is also responsible for ongoing mediation of student and tutor grievances. The Welfare Coordinator will also liaise with the Residential Coordinator to address serious welfare concerns of students on the Residential Program.

Applicants must be strong communicators and confident leaders, with a strong capability to empathise with and support students and tutors experiencing a range of welfare issues. The selected candidates for this role must adhere to privacy and confidentiality guidelines, and experience in social work, youth counselling, psychology, or on the VCESS Welfare or Residential Teams is preferred.

| <b>Title</b>                            | Welfare Coordinator  |
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| <b>Number of positions</b>              | 1  |
| <b>Main duties and responsibilities</b> | <ul style="list-style-type: none"><li>• Assist and lead Welfare Officers in assisting students and tutors with welfare concerns, including advising Welfare Officers on courses of action.</li><li>• Maintain the Welfare Space, a safe space for students experiencing emotional, personal or social issues to access during the program.</li><li>• Provide support and recommend resources Students and Tutors experiencing emotional distress as a consequence of events both on the program and outside of the program.</li><li>• 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.</li><li>• Assist students facing long term mental health issues in seeking professional help.</li><li>• Help resolve problems directly relating to Summer School, such as inter-student conflicts, student-tutor relationship problems, and stress management issues for tutors.</li><li>• Attain detailed knowledge of and inform tutors and students about the Program's Harassment and Bullying Policy.</li></ul> |

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|                  | <ul style="list-style-type: none"> <li>• Actively discourage discrimination, harassment and bullying of any kind, including homophobia, transphobia, racism, ableism and sexual harassment.</li> <li>• Delegate and consult with Queer Representatives on relevant issues.</li> <li>• Attend the Residential Program on Day 0 to welcome Residential Students and to assist Residential Tutors in conducting icebreakers.</li> <li>• Assist Residential Tutors during afternoon debriefs</li> <li>• Liaise with Residential Tutors regarding student-specific welfare concerns, and follow up these concerns throughout the program as necessary.</li> <li>• Assist Residential Tutors in discouraging discrimination, harassment and bullying of any kind, including homophobia, transphobia, racism, ableism and sexual harassment.</li> <li>• Organise the consulting of Welfare Team members with an assigned Residential Tutor regarding their wellbeing on the program as part of the Resi-Fare initiative.</li> </ul> |
| <b>Reporting</b> | Directors  |

### Responsibilities Common to all Roles

- Be committed to promoting an inclusive and welcoming environment within the VCESS community for all students and tutors.
- Assist in ensuring that the program runs smoothly.
- Be a mentor (both personally and academically) to students whilst maintaining a level of professionalism appropriate to the program.
- Ensure that students follow the rules of the program.
- Assist in the event of an unforeseen emergency.
- Communicate concerns about students' progress or welfare to the Welfare Team, Residential Coordinator and Directors as appropriate.
- Follow sign-in procedure each day.
- Follow Program rules and procedures, including the UMSU Acceptable Conduct, Child Safety and Volunteering Policies; and the VCESS Tutor Expectations, Social Media, Tutor Absence and Appropriate Conduct and Relations Policies.
- Hold a current and valid Working With Children Check, sign the relevant indemnity form and agree with all terms and conditions stated therein by the commencement of the 2022 program.

### Time Commitment

You will be required to attend the program from 8:30am - 4:30pm each day to operate the Welfare Space on Level 3 Union House - it is vital that this space is always occupied by a Welfare Team Member as students and tutors visit this space when they require assistance. You will also be required to attend the Residential Program when required by the Residential Coordinator. You will also be required to debrief at the conclusion of each day and facilitate this debrief

You will be required to attend Welfare training sessions including Mental Health First Aid training and collaborative Resi- Welfare training. Training will be held between October and December depending on team availability. The Welfare Coordinator is expected to assist with the preparation of Welfare training.