**VCE Summer School 2023 Position Description**

*Disability and Access Representative (Welfare Team)*

The Disability and Access Representative holds a specialised portfolio within the Welfare Team. They will undertake the dual responsibilities of Welfare Officer alongside the additional requirements of the role of Disability and Access Representative.

The Welfare Team more broadly ensures the wellbeing of both students and tutors during the program, with a particular focus on mental wellbeing. The Disability and Access Representative will actively consider the ways in which the wellbeing of students and tutors with disabilities can be ensured during the program.

**Note:** This position is only open to individuals who identify as disabled (or similar identifier). This broadly includes people who have a medical condition that leads to impaired access or societal barriers. This includes but is not limited to, sensory disabilities (eg. blind or deaf), neurodivergence (eg. autism, ADHD, dyslexia), chronic illness, mental illness, and physical or mobility disabilities.

| **Title** | Welfare Officer (Disability and Inclusion Representative) |
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| **Number of positions** | 1-2 |
| **Desirable Attributes** | * Personal experience as a person with a disability (or similar identifier) * Awareness of diversity and issues within the disability community |
| **Skills Developed in this Role** | * Communicating diverse issues to a range of stakeholders * Advocacy on behalf of marginalised communities |
| **Main duties and responsibilities** | In addition to the responsibilities of the Welfare Team role, the Disability and Access Representative is required to:  Before the program:   * Under the guidance of the Directors, contribute a segment in Tutor Training to suggest ways in which tutors can make VCESS a safe and enjoyable environment for people with various accessibility requirements. * Notify the Directors of any feedback, risks or incidents that affect the inclusion of tutors and students with disabilities.   During the program:   * Provide disability and access-specific welfare support to students and tutors. * Refer students to appropriate external disability wellbeing services and advise the Directors of any accessibility gaps.   + Promote disability support services and societies for tertiary students. * Promote and maintain a learning culture around disability and accessibility on program. * Run one autonomous social event for tutors and students with disabilities on the program (ie. similar to Queer Picnic). * Be an approachable person for tutors and students to contact regarding issues affecting the inclusion of people with disabilities on program.   + Communicate any feedback or issues to the Directors in a timely fashion.   After the program   * Attend a debrief meeting organised by the Directors to share reflections on the program and Welfare team (1 hour). |
| **Reporting to** | Welfare Coordinator  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 Code of Conduct.
* 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 2023 program.

**Time Commitment**

Welfare Officers 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 Officer as students and tutors visit this space when they require assistance. Diversity Representatives will need to organise and deliver one autonomous event on program, and will need to attend Residential Program spaces and daily debriefs, as required by the relevant Coordinators.

Welfare Officers 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.