**VCE Summer School 2023 Position Description**

*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 VCESS participants. This includes ensuring the program is accessible and appropriate for those of different genders, sexualities, abilities, ethnicities, cultures and social backgrounds. The Welfare Team is also responsible for ongoing mediation of student and tutor grievances. The selected candidates for this role must adhere to privacy and confidentiality guidelines.

| **Title** | Welfare Officer |
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| **Number of positions** | 10-12, including 3 Autonomous Representatives (see separate PDs) |
| **Desirable Attributes** | * Empathy and awareness of wellbeing issues * Ability to stay calm under pressure * Well-developed interpersonal skills |
| **Skills Developed in this Role** | * Communication and collaboration skills * Mental Health First Aid Certificate * Management of welfare situations, including crisis response, referrals, and confidentiality requirements |
| **Main duties and responsibilities** | Before the program:   * Attend a Mental Health First Aid training session and complete a Mental Health First Aid certificate qualification (about 10 hours across 2 days). * Attend a training/planning session with the Welfare team (about 5 hours).   During the program:   * Monitor wellbeing and support on program.   + Maintain the Welfare Space, a safe space for students experiencing emotional, personal or social issues to access during the program.   + Conduct Welfare outreach, including “vibe checks” on classrooms as required by the Directors and Coordinator.   + Assist in resolving problems directly relating to Summer School, such as inter-student conflicts, student-tutor relationship problems, and stress management issues for tutors. * Promote and refer to external wellbeing resources.   + Provide support and recommend resources to students and tutors experiencing emotional distress as a consequence of events both on the program and outside of the program.   + Be a point of reference for both students and tutors, providing information regarding relevant mental health services and resources of assistance both within the university and the wider community. * Promote an inclusive environment for all program participants.   + Actively discourage discrimination, harassment and bullying of any kind, including homophobia, transphobia, racism and sexual harassment.   + Delegate and consult with Queer Representative, Ethnicity and Culture Representative, and Disability and Access Representitive on relevant issues. * Assist the Residential team as required.   + Attend the Residential Program on Day 0 of the program (the Sunday prior to commencement) to welcome Residential Students and to assist Residential Tutors in conducting icebreakers.   + Assist Residential Tutors during afternoon debriefs on campus before students return to residential college.   + Attend the Residential Program in the evenings, when requested, to assist with Residential Activities and to monitor the wellbeing of Residential Students.   + Consult with an assigned Residential Tutor regarding their wellbeing on the program as part of the ‘Resi-Fare’ initiative. |
| **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**

The Welfare Space will need to operate from 8:30am - 4:30pm each day - it is vital that this space is always occupied by a Welfare Officer as students and tutors visit this space when they require assistance. Welfare Officers will be rostered on to ensure this space is occupied by at least four Welfare Officers on the program at all times. You may also be asked to attend the Residential Program some evenings by the Residential Coordinator, although attendance is not compulsory. You will also be required to debrief at the conclusion of each day, as required by the Welfare Coordinator.

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.