

VCE Summer School 2021 Position Description

Disability and Inclusion Representative (Welfare Team)

The role of Disability and Inclusion Representative is a specialised portfolio role within the Welfare Team., The selected candidates for this portfolio will undertake the dual responsibilities of Welfare Officer alongside the additional requirements of the role of Disability and Inclusion 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 Inclusion Representative(s) will actively consider the ways in which the wellbeing of Disabled students and tutors can be ensured during the program. They will assist to ensure, in collaboration with the Directors, that the program is accessible to all students and participants and provide advice and information to tutors and students regarding Disability both within the program and as a (formal) learning opportunity.

Note: This position is only open to individuals who identify as Disabled including physical disability, cognitive disability, chronic illness, mental illness and Deaf or hard of hearing.

Title	Welfare Officer (Disability and Inclusion Representative)
Number of positions	1
Main duties and responsibilities	<ul style="list-style-type: none">• Provide Disability specific welfare support to students and tutors.• Address accessibility concerns raised by students or tutors• Participate in Tutor Training to suggest ways in which Tutors can make VCESS a safe and enjoyable environment for people of all abilities, under the guidance of the Directors.• Refer students to appropriate external Disability wellbeing services, such as appropriate social groups• Encourage tertiary participation of Disabled students by emphasising Disability support services and societies.• Provide educational opportunities for both Disabled and non-disabled students and tutors to learn about different abilities and inclusion• Maintain the Welfare Space ensuring a safe space for students experiencing emotional, personal or social issues to access during the program.• Provide support and recommend resources for 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 in regards to accessing relevant mental health services and resources of assistance both within the university and the wider community.

	<ul style="list-style-type: none"> • 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 homophobia, transphobia, racism, ableism and sexual harassment.
Reporting	Directors and Welfare Coordinator

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 2020 program. 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 Harassment and Bullying Policy, UMSU Child Safety Policy and the VCESS Tutor Expectations, Social Media Policy, VCESS Tutor Absence Policy and VCESS Fraternisation Policy.
- To have applied for and received the Working With Children Check by Summer School 2019, and signed the indemnity form indicating agreement with all terms and conditions stated.

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, as required by the Welfare Coordinator.

You will be required to attend three Welfare Team training sessions in preparation for VCESS, with these dates subject to change, but currently scheduled to occur in the weeks of:

- Week of 19th of October
- Week of 14th of December
- Week of 23rd or 30th of November