

Position Description –	
Organisation	Workers' Educational Association Illawarra
Team	Novo Education Space
Hours of Work	35 hours per week (subject to campus requirements)
Employment Status	Part-Time
Employment Type	Permanent
Location	Wollongong Campus, with possible travel across Illawarra, Shoalhaven and Southern Highlands areas
Reporting Line	Head of Campus (Works closely and indirectly reports to the Leader of Health and Wellbeing)
Industrial Instrument	WEA Illawarra Enterprise Agreement 2019
Classification	Schedule D, Level 5 – Level 6 (subject to skills, education and experience)
Total Remuneration Package	\$67,568.00 - \$82,476.00 per annum (Excluding Superannuation) Salary Packaging Available (<i>WEA Illawarra is a Public Benevolent Institution and as such can offer Fringe Benefits Tax exempt salary packaging up to \$15,900 per annum which has the potential to increase an employee's take home pay by reducing the amount of tax paid.</i>)
Benefits	Access to Employee Assistance Program Laptop/ Computer Mobile Phone Motor Vehicle Allowance for approved work journeys (conditions apply) Professional Learning opportunities supported through the year. Flexible working arrangement (conditions apply)
Date of Approval	2024

WEA Illawarra Vision

Connected and thriving communities of lifelong learners.

WEA Illawarra Purpose

Empowerment through learner-centred education and training.

WEA Illawarra Values

Integrity: We assess our practices openly and honestly. We learn from our mistakes and meet our commitments. We value integrity: our actions match our words (we walk the talk), and our work contributes to a greater whole (our sum is greater than our parts).

Inclusion: We embrace the work necessary to create equity for all. We acknowledge painful histories, confront biases, change our policies and hold each other accountable.

Collaboration: We embrace working together in partnership with each other, students and a wide range of stakeholders. We value bringing together a spectrum of expertise, backgrounds and perspectives which fuels a culture of creativity and innovation.

Innovation: We do it the WEA Illawarra way. Our success – and much of the fun – lies in developing new ways of doing things.

Key Objectives of the Position

- To work as a key member of the Novo Education Space Wellbeing Team in the delivery of student wellbeing education and support within a trauma-sensitive model of education.
- To work collaboratively with others to facilitate quality learning opportunities for students, aligned with Novo Education Space vision, purpose, values and charter, and which meets the needs of students and the requirements of the NSW Education Standards Authority (NESA), funding bodies and WEA Illawarra.
- To contribute to improving retention, connectedness and student engagement in learning through the promotion and development of self-determination skills that support students to design and drive their own individual learning profiles (ILP) to reach their academic, social/emotional and community connectedness goals.

Personal Attributes

- Excellent interpersonal skills and ability to communicate effectively (verbally and in writing) with colleagues, young people, parents/carers and others outside the organisation, including public speaking, presentations and group facilitation skills.
- Ability and desire to work collaboratively with others in a multidisciplinary team as well as work independently.
- Enthusiasm, self-motivation, adaptability and ability to use initiative.
- Emotional resilience and an ability to foster positive attitudes in an environment of continuous change.
- Respect for diversity with inclusive and culturally safe practice
- Compassion, integrity, discretion and ability to professionally manage confidential information and sensitive situations.
- Highly proficient with technology, including using a personal computer and MS Office programs, G-Suite for Education, Internet, e-mail, iPads, student management systems/databases and other educational technology for case management and administrative purposes.

Key Responsibilities

Develops student skills in regulation, relationships & resilience:

- Provide students with resources and tools to plan and implement personalised wellbeing goals.
- Explores student triggers & strengths to inform emotional regulation strategies for the classroom RtLPs.
- Develops a range of social skills and emotional regulation skills in students and coaches' application and development.
- Develops and coaches' healthy relationship skills in students.
- Explores and develops adaptive coping strategies and problem-solving skills to improve resilience and overall wellbeing.

Fosters a safe, supportive & inclusive learning experience:

- Recognises and responds to child safety issues and undertakes mandatory reporting requirements.
- Assists students to identify and build missing skills that impact on ability to safely and/or effectively engage at school.
- Co-designs wellbeing programs based on Campus data to build positive wellbeing.
- Builds advocacy skills to drive student voice and inclusive practice.
- Adapts work practices to provide an inclusive space for a diverse range of people and cultures.
- Keeps excellent records, including Sentral.

Supports the interconnectedness of school, home and community:

- Consults with external service providers to support integration of skills in the school setting.
- Collaborates with students and their supporters to develop goals for future transitions.
- Assess student/family support needs and aids with referrals to support services.
- Builds strong networks with community partners.

Works professionally:

- Operates 'The Novo Way'.
- Utilises inclusive language and Relationship Practice in daily interactions.
- Engages in school-led and independent professional learning.
- Develops positive relationships with colleagues, parents/carers and relevant members of the community.
- Reflects upon practice and strives for improvement.
- Uses evidence-based practices.
- Engages in regular supervision.

General Responsibilities

- Be an innovative self-starter who actively participates in growth, development, and self-evaluation processes.
- Continue to develop personally and professionally to meet the evolving needs of the position, career, and industry.
- Stay informed about emerging trends and best practices in education and clinical expertise.
- Abide by and work in accordance with all legislative requirements, guidelines, and policies and procedures of WEA Illawarra.
- Undertake additional duties and responsibilities as directed by the CEO or the CEO's delegate.
- Support the whole of organisation success through developing and maintaining a positive relationship with all other members of the Health and Wellbeing Team.

Selection Criteria – Education and Experience

Essential

- Qualifications in social work (with eligibility for membership of the Australian Association of Social Workers).
- (AASW), occupational therapy, community services or youth work (minimum diploma level + case management experience).
- Demonstrated experience in developing, implementing, and evaluating programs for young people with barriers to education, at risk of disengaging from education, trauma backgrounds or with challenging behaviours, including Aboriginal and Torres Strait Islander young people.
- Demonstrated experience working effectively in a care coordination or case management role.
- Current First Aid qualifications or willingness to obtain.

Desirable

- Training and experience in Trauma-Sensitive Practice, combined with positive psychology approaches.
- Additional training in youth mental health and/or brief CBT, motivational interviewing or counselling skills.

Selection Criteria – Knowledge and Skills

Essential

- Understanding of issues affecting the health and wellbeing of young people and which impact on learning and school engagement, with demonstrated ability to engage with young people on these issues using a strengths-based approach to help young people achieve their goals.
- Understanding of growth mindset principles and ability to apply to own practice and support colleagues in implementation for themselves and their students.
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting emotional resilience and self-care strategies.
- Excellent administrative, organisational, problem-solving, advocacy and crisis management skills.

Selection Criteria – Other

Work Rights in Australia

- You will be required to provide evidence of your ability to work in Australia. This will be in the form of an Australian Birth Certificate, Valid Passport or an Australian Citizenship Certificate.

Working With Children Check and National Police Check

- This position is designated as child-related employment. You will be required to provide a valid and current NSW Working With Children Check (WWCC) clearance for paid employment.
- The successful applicant may be required to undergo a National Police Check prior to commencement of employment.

Use of Private Motor Vehicle

You may be required to use your private motor vehicle for the purpose of carrying out the responsibilities of your position. On these occasions, WEA Illawarra will pay a motor vehicle allowance on a per kilometre basis, according to WEA Illawarra's Policies and Procedures.

Evidence of your unrestricted driver's licence, the current registration of your private motor vehicle, CTP Green Slip insurance and Comprehensive Motor Vehicle Insurance must be provided prior to using your private motor vehicle for work purposes.

Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job.
- Meet the productivity and quality requirements of the position.
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

It is a requirement that you advise WEA Illawarra if you have any injuries, illness, disorder, impairment, condition or incapacity which could be aggravated by the type of employment for which you are applying. The existence of a pre-existing condition will not preclude you from employment unless you are unable to perform the Inherent Requirements of the position. We encourage you to discuss this with WEA Illawarra to assist in the process of identifying any reasonable adjustments which could be made to enable you to perform the duties of the position. WEA Illawarra wants to place you in the best situation to use your skills effectively in the position.

Following is a table which outlines the main physical and psychological Inherent Requirements of the position.

Element	Key Activity	Frequency
Work Environment	<ul style="list-style-type: none"> Manage demanding and changing workloads and competing priorities 	Daily
	<ul style="list-style-type: none"> Work in a team environment with people from differing professional backgrounds 	Daily
	<ul style="list-style-type: none"> Work independently, manage time effectively and respond flexibly to meet requirements of the position 	Daily
	<ul style="list-style-type: none"> Take direction from Team Leader and Leadership Team members 	Daily
	<ul style="list-style-type: none"> Work in different geographic locations and unstructured environments 	Occasionally
	<ul style="list-style-type: none"> Work within the span of hours from 7:00am – 9:00pm 	As required
	<ul style="list-style-type: none"> Work extended hours in response to need, scheduled project activities or emergent situations 	Occasionally
	<ul style="list-style-type: none"> Work in an open plan office environment with distractions and noise 	Daily
	<ul style="list-style-type: none"> Sit at desk and use a computer or sit in meetings for extended periods 	Daily
	<ul style="list-style-type: none"> Use a variety of body postures including reaching overhead or forward, bending of back, rotating of neck, lifting and carrying equipment or resources over short distances 	Daily
People Contact	<ul style="list-style-type: none"> Work with students who have been impacted by trauma, may have a mental health, substance use or behavioural disorder, learning difficulties, are neurodivergent or who may have another physical, sensory, cognitive, or social-emotional disability 	Regularly
	<ul style="list-style-type: none"> Be exposed to information regarding student personal history and experiences that could be emotionally distressing, requiring you to respond effectively and manage your own emotional resilience 	Regularly
	<ul style="list-style-type: none"> Participate with colleagues and team leaders in the giving and receiving of feedback for the purpose of improving skills and professional practice 	Daily
	<ul style="list-style-type: none"> Undertake performance planning, training, and professional development activities 	Regularly
Administrative Tasks	<ul style="list-style-type: none"> Undertake administrative tasks which may include the following: computer work, making telephone calls, filing, and updating student records, organising, and participating in face-to-face and online meetings and concentrating for long periods of time 	Daily
	<ul style="list-style-type: none"> Use technology, including photocopier, printer, telephones, laptops, iPads, data projector, speakers, online learning platforms 	Daily

Transport	<ul style="list-style-type: none"> • Use public transport, including trains and buses 	Occasionally
	<ul style="list-style-type: none"> • Drive vehicle privately owned or company vehicle over short and long distance and in all traffic and weather conditions 	Occasionally

Work Health and Safety

WEA Illawarra is committed to providing a safe and healthy workplace for its workers, students, and visitors. All members of the WEA Illawarra have a collective and individual responsibility to work safely and be engaged in activities to help prevent injury and illness.

In addition to the major accountabilities and responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction given by WEA Illawarra.
- When and if required identify, assess, and eliminate risk or reduce risk within the Colleges places of work.
- Report, record and follow-up on all reported hazards accurately and in a timely manner. Ensure hazards are effectively controlled.
- Demonstrate a commitment to continuous Health and Safety improvements.