



## **SOCIAL WORKER**

### **Position Description**

<b>Classification:</b>	VCEMEA, Education Support Services, Category B, Level 3
<b>Employment Type:</b>	Fixed Term
<b>Reports to:</b>	Inclusion and Diversity Leader
<b>Direct Reports:</b>	Nil

#### **CONTEXT**

Sacred Heart College is a proud, dynamic, high performing school community with strong traditions, rich history and a deep sense of community and welcome. Our Catholic identity is best exemplified through a program of education that encourages students and staff to pursue the Mercy values of compassion, justice, respect, hospitality, service and courage. The Sacred Heart Way is identified through actions that uphold and advance Catherine McAuley's vision of the lived Gospel, which is at the heart of our community.

Strategy 2021 and Beyond articulates our vision of educating girls in the Mercy tradition to make a difference in our changing world. Key elements of the strategy focus on opportunities to reimagine learning that enables members of our school community to be creative, self-directed and critical thinkers, who are inspired to learn, whose natural inquisitiveness is nurtured and who strive for excellence.

The College's approach to inclusion and diversity is informed by the Universal Design for Learning Principles which offer a framework for curriculum development that provides all students with equal opportunity to learn. The framework provides a blueprint for creating challenging instructional goals, methods, materials and assessments that accurately assesses learner progress (Rose and Meyer 2011).

Under the direction of the Inclusion and Diversity Leader, the Social Worker is responsible for the implementation of initiatives aimed at promoting and protecting student wellbeing through prevention and intervention, and working with students and families requiring support. The Social Worker works as part of a team to empower and enable all students to flourish in an inclusive, engaging and mutually respectful environment.

#### **PRIMARY PURPOSE AND KEY PRIORITIES OF POSITION**

Through the development of current and new initiatives, the primary purpose of the position, in collaboration with the Inclusion and Diversity team, is to contribute to a model of proactive intervention to student wellbeing by:

- Partnering with students, families and key workplace participants to enhance student wellbeing
- Creating and designing wellbeing presentations to support and upskill the College Community
- Adhering to policy and procedure in the delivery of student support services
- Prioritising and advocating for the wellbeing needs of students; prioritising a culture of child safety with the College and consistently applying the principles and practices of child safety
- Prompting and utilising the Visible Wellbeing 'SEARCH' framework in every day practice
- Working in collaboration with the Inclusion and Diversity Network and key stakeholders to develop and facilitate preventative programs; exploring, networking and enhancing relations with internal parties and external organisations to support delivery of programs
- Recording and presenting big and small data as evidence to assist in the planning work of the Inclusion and Diversity Network
- Proactively communicating with key stakeholders to build on the delivery of individual and collective student wellbeing programs, including active contribution in relevant meetings
- Delivering a best practice approach to intervention, including individual and collective counselling methodologies in line with College policy
- Maintaining knowledge and continued personal and team development

The Social Worker represents the College and in doing so will be required to demonstrate:

- A commitment to work within and positively advance our Mercy Values
- A commitment to the vision and mission of the College as a Catholic education community

- A highly professional manner
- Involvement in or commitment to professional and industry relationships
- Ability to communicate clearly and calmly under pressure

### **Other accountabilities and duties**

In addition to primary purpose and key priorities, the Social Worker will:

- Undertake other reasonable duties as directed
- Commit to and comply with the standards of a Child Safe organisation
- Maintain and contribute to individual and collective responsibility for Health and Safety at the College
- Undertake relevant professional development to continue to build their professional practice capabilities

### **KEY RELATIONSHIPS**

The position reports to the Inclusion and Diversity Leader, who may advise additional duties in accordance with the requirements of the College.

Key relationships include:

- College Social Worker and Psychologist
- First Aid Officer
- Student Wellbeing Assistant
- Inclusion and Diversity Leader and Inclusion and Diversity Network
- Deputy Principal - Student Development
- Workplace participants

The Social Worker will work collaboratively and dynamically to establish and drive effective partnerships both within the College and externally as required.

There may be positions within the College that report through to the Social Worker from time to time; these may change in line with projects and initiatives.

### **EXPERIENCE AND QUALIFICATIONS**

#### **Essential**

- Tertiary qualifications in Social Work and registration with the Australian Association of Social Workers (AASW)
- Experience in delivering wellbeing services in an educational or youth setting
- Experience liaising with community service organisations, government agencies, specialist program administrators and other external bodies
- Demonstrated ability to work collaboratively with key stakeholders to enhance outcomes for children and young people
- Well-developed communication skills, including an ability to present to large groups
- High computer and technical skills, and the propensity to learn and establish new ways of working
- Employee Working with Children Check and National Police Records Check (no older than 3 months at time of commencement)

#### **Desirable**

- Accreditation in Mental Health, or additional study/experience in youth mental health
- Professional Industry membership, or involvement in relevant network
- A current Victorian Drivers Licence

### **CHILD SAFETY**

The Social Worker will be committed to the College's child-safe policy, comply with the Safeguarding Children and Young People Code of Conduct, MEL Code of Conduct, and all other policies and procedures relating to child safety. They will demonstrate a duty of care to students in relation to their wellness for learning, and will proactively support a child safe environment.

## GENERAL WORK DESCRIPTION - EDUCATION SUPPORT SERVICES, LEVEL 3 (VCMEA)

<b>COMPETENCY</b>	<ul style="list-style-type: none"><li>i. Competency at this level may include Level 1 – 2 competencies. In addition, competency at this level involves the development and application of professional knowledge in a specialised area(s) and utilising a broad range of skills.</li><li>ii. An Employee at this level will have a depth or breadth of expertise developed through extensive relevant experience and application, and performs work assignments guided by policy, precedent, professional standards and expertise. This may require the provision of support and advice to senior management and/or performing a support role to a senior administrator.</li></ul>
<b>JUDGEMENT, INDEPENDENCE AND PROBLEM-SOLVING</b>	<ul style="list-style-type: none"><li>i. Roles at this level will require problem solving that involves the identification and analysis of diverse problems, and will apply appropriate technical training and expertise to decision-making.</li><li>ii. Roles at this level will generally have scope to undertake some or all of the following in their area:<ul style="list-style-type: none"><li>• innovate within own function and take responsibility for outcomes;</li><li>• design, develop and test equipment, systems and procedures;</li><li>• participate in planning involving resources used and developing proposals for resource allocation;</li><li>• exercise high level diagnostic skills on sophisticated equipment or systems; and/or</li><li>• analyse and report on data and experiments.</li></ul></li></ul>
<b>DIRECTION</b>	<ul style="list-style-type: none"><li>i. Routine supervision to general direction, depending on tasks involved and experience.</li><li>ii. Supervision is present to review established objectives.</li></ul>
<b>SUPERVISION</b>	<p>Roles at this level may be required to:</p> <ul style="list-style-type: none"><li>i. supervise students while performing their normal duties but may not be used instead of a Teacher;</li><li>ii. supervise other Employees at lower levels.</li></ul>
<b>QUALIFICATIONS AND EXPERIENCE</b>	<p>Level 3 duties typically require a skill level which assumes and requires knowledge or training equivalent to:</p> <ul style="list-style-type: none"><li>• Completion of a degree without relevant work experience;</li><li>• Completion of an advanced diploma qualification and at least one years' relevant work experience;</li><li>• Completion of a diploma qualification and at least two years' relevant work experience;</li><li>• Completion of a Certificate IV and extensive relevant work experience; or</li><li>• An equivalent combination of relevant experience and/or education/training.</li></ul>

## ACKNOWLEDGMENT

In electronically acknowledging this position description, the Social Worker is declaring:

- they have read and understood the general requirements of the position;
- they are suitably qualified and capable to undertake the responsibilities within;
- acknowledgement that this document serves to describe the position as accurately as possible but does not constitute a full statement of duties; and
- acknowledgement that other reasonable duties may also be allocated.