



**ICYS**  
**Head Office**  
(07) 3812 1050  
15–17 Thorn Street  
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**Youth Hub**  
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(07) 5426 1876  
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[www.icys.org.au](http://www.icys.org.au) | [f](#) [@](#) [v](#) | PO Box 2557, North Ipswich QLD 4305 | Fax: (07) 3812 2971 • ABN 48 301 028 154

## POSITION DESCRIPTION

<b>Title:</b>	<b>Student Wellbeing Worker – school based</b>
<b>Program:</b>	Student Welfare Worker (SWW) Program
<b>Hours and Term:</b>	12-18 hours/week per school (see hours per school below) during school term only, Casual, fixed-term contract to the 9 <sup>th</sup> December 2022 (extension re-commencing Term 1, 2023 – subject to school satisfaction. Ongoing funding is approved for this position til 2024).
<b>Location:</b>	Based at nominated school/s in the Metropolitan Education Region: <ul style="list-style-type: none"><li>• <b>Bundamba State School</b> (primary school) – 18 hours/week (3 x 8:30-3:00)</li><li>• <b>Camira State School</b> (primary school) – 12 hours/week (2 x 8:30-3:00)</li><li>• <b>Jindalee State School</b> (primary school) - 12 hours/week (2 x 8:30-3:00)</li><li>• Possible other schools in the region</li></ul>
<b>Award:</b>	Social, Community, Home Care & Disability Services Industry Award 2010 (QLD TPEO rates) Level 2.4 Casual (\$41.54/hour)
<b>Responsible to:</b>	ICYS Programs Manager and ICYS CEO
<b>Accountable to:</b>	ICYS CEO and ICYS Management Committee

### About ICYS:

ICYS Ipswich Community Youth Service, a not-for-profit community based organisation, has been providing assistance and support to at-risk children, young people, their families and their communities in the Ipswich and surrounding regions since 1983. As a multi-service organisation, ICYS provides a range of support programs and activities to assist and empower young people to make positive choices and decisions for their future.

For 39 years, ICYS has been providing support and assistance to children and young people based on individual need including assistance with educational engagement, housing and homelessness, vocational training, employment assistance, crime prevention & intervention, information, referral, advocacy, practical assistance, drop-in, emergency relief and recreational activities in the Ipswich and surrounding regions.



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Each year ICYS provides direct services to thousands of children and young people across five Local Government Areas (Ipswich, Somerset, Lockyer Valley, Scenic Rim and the western suburbs of Brisbane) from our offices in Ipswich and Lowood and within our partner schools.

### Program Outline:

The ICYS Student Welfare Worker (SWW) and Chaplaincy Program is funded by the Queensland State Government (and with Federal Government funding for Chaplaincy positions) to provide additional support to students and families as part of the school support teams. ICYS has been delivering SWW services in schools since 2015 and currently has 10 (soon to be 11) active contracts with local schools that prioritise students, family and community at their core. We are proud to currently partner with some exceptional schools to deliver the SWW program: Ipswich West State School, Goodna Special School, Riverview State School, Bundamba State School, Amberley District State School, Jindalee State School, Glenore Grove State School, Forest Hill State School, Toogoolawah State School and Toogoolawah State High School.

Schools benefit from having a SWW (or Chaplain) employed at ICYS due to our strong community links and our 25 years delivering school-based programs. ICYS currently have formal partnerships with 9 State Primary Schools, 5 State High Schools and 1 Special School across the Brisbane, Ipswich, Somerset and Lockyer Valley regions through our Student Welfare Worker / Chaplaincy and Youth Support Coordinator programs.

### Position Outline:

The role of the Student Wellbeing Worker (SWW) is to provide social, emotional, practical support and linkages to the broader community. **The specific work plan of a SWW is negotiated with each school Principal and ICYS Management and is based on the specific needs of each school community and hence the position duties outlined below may differ from school to school.**

### Minimum qualifications:

#### Student Welfare Worker

##### A student welfare worker:

- is a person who is recognised by the school community and the school's chosen AEA as having the skills, experience and qualifications to deliver the approved work plan activities to the school community; and
- holds, or is working towards, competency in the Certificate IV in Youth Work or an equivalent or higher qualification; and
- the certificate or equivalent/higher qualification contains one unit of competency in two of the key topic areas of 'making appropriate referrals', 'mental health', 'working with young people' or 'cultural awareness and support'.

This is an exciting opportunity for someone with the skills and passion to support children and their families with their social and emotional skills within a dynamic and supportive school community. You will receive supervision from the ICYS Programs Manager and/or ICYS CEO, enjoy school holidays off work, and the opportunity to network with Student Wellbeing Workers employed by ICYS and other ICYS staff.



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**The Student Wellbeing Worker (SWW) could undertake the following duties** (please note, the specific work plan of a SWW is negotiated with each school Principal and ICYS Management and is based on the specific needs of each school community and hence the position duties outlined below may differ from school to school):

***Service Delivery:***

- Attend school on the designated day/s and for the nominated time as advised by the ICYS CEO and school Principal, commencing and ending each day at school
- Work alongside the school Principal, Deputy Principals, Guidance Officers, other school staff and student support teams to meet the needs of students
- Assist students to develop knowledge, understanding and skills that support learning, positive behaviour and constructive social relationships
- Act as a role model for students and assist in the development of supportive relationships for, with, and among students
- Develop and deliver group work and wider school projects based on local school needs
- Assist students and their families to resolve social and personal issues and develop skills to support and strengthen community connection
- Develop linkages with the broader community, including other ICYS programs, to enhance access by students and their families to support and assistance
- Ensure a coordinated approach to respond to young people within the target group, through the establishment and maintenance of relationships between education and training providers, community organisations and government services
- Disseminate information about community/government support services available to support children, their families and education and training providers
- Maintain knowledge of and adhere to the current Department of Education policies relevant to the SWW / Chaplain role (Student Protection Policy, Code of Conduct Policy etc.).

***Administration/Accountability Requirements:***

- Develop and maintain appropriate records which relate to the operation of the program
- Complete monthly reports for submission to ICYS
- Maintain accurate organisational records including time sheets.

***Coordination:***

- Facilitate the program within the guidelines of ICYS Ipswich Community Youth Service; the Department of Education; and individual schools
- Keep up to date with issues affecting the target groups and resources available to address these issues
- Assist in the development, implementation and revision of program work plans to ensure accountable, efficient and responsible service delivery.

***Networking:***

- Establish and maintain links with key stakeholders.



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### **General:**

- Maintain open lines of communication with other ICYS staff, including attending and participating in staff meetings where requested/required
- Attend in-house staff training as requested/required
- Participate in regular contact with the ICYS Programs Manager and/or CEO
- Refer complex cases/issues to the ICYS Programs Manager
- Work within all organisational policies and procedures and Code of Conduct
- Maintain a professional, friendly and courteous manner at all times in line with the organisation's Code of Conduct
- Other duties where necessary as requested/directed by the ICYS Programs Manager and/or ICYS CEO.

### **Position Prerequisites:**

- Meet the minimum qualification requirements for this position as stated in above table.
- Experience working with children in a professional support role. Previous experience working in a school environment will be advantageous.
- Experience developing and delivering group work to address specific needs.
- Ability to be flexible and manage competing demands and tasks.
- Ability/experience working cross culturally including the ability to be non-judgmental and operate in a manner that respects cultural diversity and the principles of confidentiality
- Experience liaising with, and knowledge of, key stakeholders (e.g. education and training providers, community organisations, government departments) that support students and families.
- Experience with record keeping, report writing, data collection and necessary administrative tasks.
- Hold a Working with Children Blue Card
- Hold / ability to acquire a First Aid Certificate (incl. CPR)
- Hold a current Driver Licence

<b>Version Control</b>	v.7
<b>Prepared by</b>	Amanda Margerison
<b>Position</b>	CEO
<b>Date</b>	June 2022