

# SOUTH BURNETT CTC INC

## POSITION DESCRIPTION

<b>STUDENT WELFARE WORKER – CASUAL CTC YOUTH AND FAMILY SERVICES</b>
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**Position Type:** Casual  
**Program Coverage:** Student Welfare Program  
**Location:** Based at Cherbourg State School  
**Reports To:** CTC Youth & Family Services Manager  
**Head Office Details:** South Burnett CTC Inc, 6 Cornish Street/PO Box 490, Kingaroy 4610  
**Award Conditions:** Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCDS) Level 2

South Burnett CTC Inc (CTC) works in partnership with local State Schools to deliver a Student Welfare Service funded by the National School Chaplaincy and Student Welfare Program.

The Student Welfare Worker is employed by CTC to deliver the service at Cherbourg State School.

Service delivery will be in accordance with the Program Guidelines and standards are to be in accordance with the ethos, mission, vision, policies and procedures of CTC.

### Requirements for the Position

- Blue Card for Working with Children
- Training and qualifications that meet the minimum standards for Student Welfare Workers as outlined by the Department of Education
- Ability to meet and maintain any current and future relevant legislative benchmark requirements
- An understanding of education sector
- Ability to use a variety of tools to engage with and deliver culturally appropriate individual and group support to young people
- Ability to work appropriately/sensitively with parents/carers
- Demonstrated ability to form and participate in appropriate, relevant networks
- Time management and IT competency to ensure all client case notes/reports are compiled within the appropriate timeframes
- Demonstrated skills in maintaining own personal safety and the safety of colleagues and clients through understanding and responding to indicators of risk
- Demonstrated understanding of personal and professional boundaries
- Commitment to respecting the privacy and confidentiality of all stakeholders
- Own transport to travel to and from School
- COVID-19 vaccination as per Queensland Government mandate for workers entering education settings

### Responsibilities as Student Welfare Worker

- Be proactive in developing a sound understanding of the requirements of the program – relevant documents are accessible through this link or via the Welfare Worker tab of the CTC Intranet  
<https://education.qld.gov.au/students/student-health-safety-wellbeing/student-support-services/chaplaincy-student-welfare-worker-services>

## **SOUTH BURNETT CTC INC POSITION DESCRIPTION**

- Undertake duties consistent with the requirements of the program and as outlined in each School's agreed Workplan
- Provide a positive role model to students at all times
- Support students to be engaged and successful at school
- Provide in class support
- Build relationship with students/complement school room based learning through actively participating in and promoting sporting activities during lunchtime
- Work within the hours at each School as outlined below or as further negotiated in consultation with and written approval by CTC. Any claim for additional hours will not be met by CTC
- Ensure all claimable hours are recorded on the CTC EmpLive Roster System within the required timeframe

### **Cherbourg State School**

- 25 hours per week during 2022 School Term 1. 8:00am to 1:30pm. Monday to Fridays

### **Administration Support**

- CTC will provide support to the Student Welfare Worker in relation to their employment, induction and training.
- CTC will process timesheets, pay wages and provide support and supervision as required.
- The School will provide access to offices, interview spaces, resources and direct administration.

### **Responsibilities as a CTC Staff Member**

- Have knowledge and understanding of the organisation's mission and vision and contribute to the success of the organisation in its entirety
- Be an effective member of the Youth & Family Services Team as well as all other CTC Teams
- Work independently and as part of a team in compliance with direction from management
- Attend and actively participate in all team and other relevant meetings and training
- Assist other staff in their duties
- Assist in maintaining a clean, hygienic and tidy work environment at all times
- Ensure all CTC resources and assets are used only as appropriate, accounted for and maintained in a safe, clean, hygienic and useable condition at all times
- Flexibility in regard to working hours and locations and preparedness to undertake complementary duties as required
- Adhere to all policies and procedures of CTC and relevant Government Contracts/MOAs/ Legislation/ Acts/Guidelines and other documents/standards including the:
  - Human Services Quality Standards
  - NDIS Practice Standards
  - Qld Human Rights Act
  - CTC Staff Code of Conduct
  - NDIS Code of Conduct Code

## **SOUTH BURNETT CTC INC POSITION DESCRIPTION**

- CTC Code of Conduct for Working with Children and Young People

### **Performance**

- Performance will be reviewed prior to the end of each Term according to the details of this and any revised position descriptions

I understand:

- the requirements of the position and agree to the terms and conditions as set out above
- more detailed duties will be discussed with each School in line with the requirements of the Program

**Staff Member:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_