

Wellbeing Intake & Program Administrator

Position Description

Position Responsibility Summary and Key Working Relationships

Functional Title: Student Support Administrator	Department: Wellbeing
Date: 27 April 2021	

Relationships and Networks

Lead by:	<ul style="list-style-type: none"> • Head of Wellbeing
Collaborates with:	<ul style="list-style-type: none"> • Student Counsellors • Deputy Heads of Section • Head of House • Database Administrator (synergetic) • Sectional administration • Beacon Explorers
Key Working Groups	<ul style="list-style-type: none"> • Wellbeing team • Sectional Leadership Teams
Position conditions	<p>This is a part time (0.60 FTE) fixed term position, commencing immediately for 18 months with the possibility of becoming ongoing for the right candidate.</p> <p>The role will work during term time plus 3 additional days prior to the commencement of each term and will be required to attend all student free days (these days are during term time).</p> <p>This is a multi-campus position and the hours of work will be 8am to 4.30pm. The successful candidate will be required to work on Wednesday's until 5.30pm as part of their 0.60 FTE.</p> <p>Conditions of employment are as per the Beaconhills College General Staff agreement 2017-2020 (incorporating the terms of the Educational Services (General Staff) Award 2010), Beaconhills' policies and procedures and the letter of offer.</p>

	No position description can be entirely comprehensive and the incumbent will be expected to carry out such duties as may be required from time to time and are broadly consistent with the position description, the status of the post within the College and the classification criteria of the Educational Services (Schools) General Staff Award 2010.
Reference Documentation	<ul style="list-style-type: none"> ● NCCD Framework including annual NCCD guidelines ● Report Timelines ● Staff Code of Conduct ● College Policies and Practices

Primary purpose of the position

The Wellbeing Intake and Program Administrator provides a single point of administration for the Wellbeing team. The role ensures smooth function of critical operational systems allowing our Wellbeing Programs to function efficiently in support of our students, staff and programs.

This multi campus role is responsible for providing high level operational skills that allows the College to operate complex wellbeing systems, programs and processes. The role requires a high degree of confidentiality.

Key Responsibilities for the position:
<p>Systems Administration</p> <ul style="list-style-type: none"> ● Will administer key functions of the Wellbeing Department ● Administer key functions of the Wellbeing Ticketing system ● These functions include but not limited to: ● Synergetic database administration ● Timetabling, scheduling & staffing wellbeing programs ● Coordinating referral consent process ● Monitoring attendance data <p>Wellbeing programs and events administration</p> <ul style="list-style-type: none"> ● Coordinate term calendar of wellbeing programs and events ● Liaise with service providers ● Internal oversight of wellbeing event and session planning - Sectional communication, calendar, timetabling, communication, notifications, Operoo and Converga ● Carry out attendance monitoring as early identifier of students at risk ● Communication of wellbeing programs and events through bulletins, BeaconNet and direct parent contact ● Assist in coordination of critical wellbeing interventions as directed by Head of Wellbeing ● Maintain a yearly schedule of key actions required by the College <p>Wellbeing Services</p> <ul style="list-style-type: none"> ● Coordinate consent process for new counselling referrals ● Assist with coordination of case management meetings ● Booking and coordination of parent meetings ● Communicate effectively with key stakeholders on all scheduling including the updating of BeaconNET (School intranet), bulletins, email and other communication channels as required ● Research external service provider availability

- Assist sectional follow up of absences

Resource Management

- Maintain system for effective record keeping and storage of resources including google drive and House resources

Reporting

- Provide key information for compilation of required reports
- Support the reporting process for students with attendance concerns

Communication

- Communicate with key stakeholders including parents as required

Physical Capabilities

- Sitting (Occasional 1-33%)
- Standing (Frequent 34-66%)
- Walking (Frequent 34-66%)
- Talking (Frequent 34-66%)
- Listening (Occasional 1-33%)
- Steps / stairs (Frequent 34-66%)
- Carrying (Occasional 1-33%)

Workplace Health and Safety Responsibilities

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management.
- Cooperate in relation to activities taken by the College to comply with WHS legislation
- Participate in consultation, meetings, training and other health and safety activities where required
- Ensure only authorised, adequately trained staff undertake assigned tasks
- Take reasonable care for personal health and safety and the health and safety of others in the workplace.

Qualifications and Selection criteria

The successful applicant must hold (or be in the process of obtaining):

- A current Working with Children Check
- A current Police Certificate
- A current First Aid Certificate (or a willingness to obtain)

Selection Criteria

- Experience in either a school, medical or NDIS setting
- High levels of personal organisation and system based organisation skills
- High level experience and demonstrated skill in the use of technology which includes information sharing, data analytics, file management and data storage and database administration. Beaconhills currently uses the Synergetic database, Google Apps, Microsoft office (including Outlook).
- Takes initiative and is self-starter in setting tasks and asks questions to gain clarity and knowledge

Child Safety Statement

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's Child Safe Policy and Code of Conduct, which are available on its website. Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.