Hi Dee,

**RE Maternity Leave Position Vacant – Group Welfare Counsellor**

Great to speak to you yesterday.

As mentioned the position is 3 days per week. 1 day at Williams Business College in North Sydney and 2 days in Pitt St Sydney. I usually work Wednesday, Thursday and Friday, however the days can be different to this, however they then must remain the same to have consistency.

The position is to cover for all colleges, WBC, NSEC, Cambridge, Mercury and Lloyds Colleges. The position is while I am on maternity leave approx 7 months. I will return in January 2013. There is a 2 week break (compulsory over Christmas time). The person can be male or female, preferable 30+ and at least a BASS/BASSIX, Grad Diploma or Masters of counselling.

They would be employed on a PAYG basis and I am yet to determine the wage. I feel it would be based on experience etc.

I would like to see what subjects they completed and if this could be on the resume would be great.

Students can send applications to both emails so I can get them when I am not at work: Vanessa@teg.com.au & Vanessa@abalancedlife.net.au

If they have any questions re the position before applying they can call me on 0424 199181.

Thanks Dee, if you have any queries please give me a call.

Vanessa

**Vanessa Roworth | Group Welfare Counsellor**

OUR CORE VALUES

Empathy | Commitment | Integrity | Fun | Teamwork

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**Group Welfare Counsellor**

**Statement of Duties** *(Job Description)*

The key responsibilities and Statement of Duties of the **Group Welfare Counsellor** are stated below, but the list is not exhaustive. Other cognate duties may be required according to the needs of the Company/College.
Purpose:
The Group Student Welfare Counsellor will contribute to the integrated, effective and professional academic service for students at the College.

The incumbent will carry out administrative activities and engage in the ongoing development, review, evaluation and counselling of students to support their experience and welfare across the college.

Reporting: Directly to the PEO and Company Directors

Duties/ Responsibilities:

Maintain accurate administrative and client records and to provide statistics and related information as required.

Responsible for maintaining adequate and up to date knowledge of the National Code and ESOS Framework to support students when necessary.

To provide counselling services to students (out sourcing when needed) on issues such as personal difficulties to general well being that may be affecting the student's course progress and experience in Australia and the college.

To interview, assess and recommend to the Academic Manager/ Director of Studies of the College, students that require leave under compassionate and compelling grounds under relevant legislation.

Responsible for being available for students to access welfare related support services via an appointment through the Student Services Officer (SSO).

To liaise with other government bodies relating to the students needs.

To recognize and recommend intervention strategies and monitor students that have special needs.

To consult with the Academic Manager/DOS on issues relating to student welfare.

Responsible for managing the Critical Incident Committee.

Managing the Critical Incident from start to finish and to ensure record is maintained of incident and actions taken and to provide documents of the incident for filing with the Academic Manager/DOS.

To provide mediation for student parties involved in disciplinary action.

To ensure that accurate documentation is recorded in a confidential manner.

At all times must maintain student's privacy, as per college policy, and not release any student information to third party without student consent.
| Responsible for filing and updating compliance folders as per listing |
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| **Risk Management** |  |
| Directly consult with Academic Managers/Director of Studies and the PEO |  |
| To work closely with the Academic Manager/Director of Studies of the college to ensure compliance and duty of care is maintained. |  |
| Attend Elicos and VET audits as required to represent the Welfare Department |  |