

Position Description

Senior Coordinator - Indigenous Wellbeing

Position No:	50146700
Business Unit:	Deputy Vice Chancellor (Academic)
Division:	Health, Wellbeing, and Inclusion
Department:	Counselling and Staff Health and Wellbeing
Classification Level:	Higher Education Officer (HEO) 7
Employment Type:	Continuing, Full-Time (1.0 FTE)
Campus Location:	Campus independent
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Position Context/Purpose

The Health, Wellbeing, and Inclusion Division provides a range of strategic, service and program outcomes to the University across specialist counselling, inclusion, student behavioural support and wellbeing functions. This Division delivers high quality, consistent and equitable services to manage inclusion and reasonable adjustment and address the emotional, psychological, and physical wellbeing needs of university students and staff.

Reporting to the Team Leader, Counselling (Regional and Specialist) the Senior Coordinator - Indigenous Wellbeing will be responsible for supporting high quality, culturally appropriate programs, and strategies that address the health and wellbeing needs of Indigenous students and increase student engagement with wellbeing services.

They will be responsible for development and implementation of the Indigenous Student Wellbeing Program which includes a combination of individual supportive counselling, referral, advocacy, and case coordination for Aboriginal and/or Torres Strait Islander students.

Working closely with the Indigenous Student Support Services on all campuses, they will facilitate the coordination of care and individual support for Aboriginal and/or Torres Strait Islander students of La Trobe experiencing significant psychosocial issues that affect their personal and academic success.

This role is campus independent as the Health Wellbeing and Inclusion division operates as a multi-campus team, so the position can be based at any of the La Trobe's five campuses located in Bundoora, Bendigo, Shepparton, Mildura, and Albury-Wodonga. Some travel to other campuses will be required. This role will also provide remote services to students and staff from other campuses or who are studying online, as required.

Duties at this level will include:

- Providing high quality supportive counselling, case management, group work and wellbeing support to Aboriginal and/or Torres Strait Islander students including engagement, assessment, goal setting and case reviews for clients presenting with complex psychosocial needs.
- Applying case management strategies, knowledge, and expertise to assist Aboriginal and Torres Strait Islander students in reaching their outcomes and minimising risk to self and impacts on their studies.
- Participating in the intake system, or any other system of intake and/or screening implemented at the service.
- Participating in staff meetings, training activities and professional supervision.
- Reviewing and discussing case load and clients in supervision and/or with the Team Leader/Senior Counsellor
- Participate in activities involving the broader Health Wellbeing and Inclusion Division within the university, including orientation and health promotion and campus events.
- Supporting group and training programs for students and staff.
- Maintaining compliance and professional standards, including monitoring, reporting and record keeping practices.
- Updating knowledge and capacity to work effectively with university processes and systems, to best support clients.
- Advising the Team Leader/Senior Counsellor where risk to the client or others is assessed as dynamic, moderate to high.
- Liaison, consultation, and advocacy with university and external stakeholders, including Health Wellbeing and Inclusion, Accommodation Services, La Trobe International, Colleges, Indigenous Support Services, and others to support successful outcomes and pathways for Aboriginal and Torres Strait Islander students and staff.

- Build knowledge of and relationships with external community agencies to ensure that appropriate referral pathways are developed for Indigenous students and staff.
- Apply knowledge and expertise to solve problems.
- Actively contribute to policy and planning work, in line with policy, strategic goals, and legislative requirements including an Indigenous Health and Wellbeing Engagement Strategy to continually improve the services.
- Participate in the development and delivery of relevant training for staff and students around health and wellbeing needs of Aboriginal and Torres Strait Islander students and culturally responsive and safe engagement.
- Updating knowledge and capacity to work effectively with university processes and systems, to best support clients from an evidence-based approach.

Essential Criteria

Skills and knowledge required for the position.

- Relevant qualification in either Psychology, Social Work, Occupational Therapy, Counselling, mental health nursing, or other relevant discipline qualification including eligibility for membership of the relevant body, e.g., AHPRA or AASW
- Experience, post-qualification, in assessment, evidence-based interventions and case management, including working with complex client presentations and diverse client groups.
- An excellent understanding of Indigenous matters and be able to demonstrate culturally responsive engagement; and significant experience in the provision of wellbeing and support services, evidence-based interventions, case management with Aboriginal and Torres Strait Islander clients including complex psychosocial concerns and significant mental health concerns.
- Excellent interpersonal skills, especially the capacity to work collaboratively and cooperatively in small teams.
- Demonstrated high level of self-motivation and personal management skills.
- Experience working in a high-demand service and the capacity to be flexible in a dynamic environment.
- The ability to work autonomously as well as contributing effectively as a team member within a multidisciplinary team environment.
- Excellent interpersonal skills and the ability to manage multiple stakeholders in a large complex work environment, to achieve optimal outcomes.
- Highly developed organizational, time management and problem-solving skills and written and verbal communication skills including proven capacity in case recording and report writing.
- Knowledge of policy, reporting and legislative requirements associated with one's discipline.

Capabilities required to be successful in the position

- Knowledge of own strengths, weaknesses, and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills, and behaviour.
- Ability to work collaboratively, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation, and care.
- Ability to cultivate and create space for creativity and innovation, enabling staff members to solve local problems and identify improvements to current work practices.

Essential Compliance Requirements

To hold this La Trobe University, position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working with Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.
- membership of AASW (Social Work) or registration as a psychologist with the Australian Health Practitioners Regulation Agency or eligibility or membership of other relevant governing/professional body aligned with their qualification.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to university goals and priorities, activities or focus of the job.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive, and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students, and academics.
- Help transform the lives of students, partners, and communities now and in the future.

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners, and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve, and transform our processes to embrace new, flexible approaches. That means you will always have the opportunity to succeed and make a difference.

La Trobe's Cultural Qualities:



We are accountable

*We strive for excellence in everything we do.
We hold each other and ourselves to
account, and work to the highest standard.*



We are connected

*We connect to the world outside – the
students and communities we serve, both
locally and globally*



We are innovative

*We tackle the big issues of our time to
transform the lives of our students and
society.*



We care

*We care about what we do and why we do it.
We believe in the power of education and
research to transform lives and global
society. We care about being the difference
in the lives of our students and communities*

For Human Resource Use Only

Initials:

Date: