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| **Position Title** | Wellbeing Adviser, Centre for English Language Teaching |
| **Classification** | Level 6 |
| **School/Division** | Student Life |
| **Centre/Section** | Student Wellbeing and Engagement |
| **Supervisor Title** | Manager, Student Wellbeing |
| **Supervisor Position Number** | 315337 |
| **Position Number** | 322655 |

**Your work area**

The Directorate of Student Life sits within the Education Portfolio, overseen by the Deputy Vice Chancellor of Education and Student Experience. Student Life plays an integral role in the shared strategic goal of providing a world-class student experience.

The Directorate has four core divisions, Student Administration, Student Offices, Student Equity and Success, and Student Wellbeing and Engagement. The scope of services centre on the student journey, from the provision of student programs and activities that support and promote access to UWA, to student enrolment, course planning, transition, and progression through the lifecycle of study to graduation. The Directorate is also responsible for the delivery of services that promote academic success and support wellbeing and engagement for an enhanced student experience. Student Life works closely with the Student Guild, affiliated residential colleges and the wider UWA Education portfolio.

The division of StudentWellbeing and Engagement facilitates a high-quality student experience through the provision of integrated and comprehensive services. The Wellbeing team is responsible for the delivery of the UWA Mental Health and Wellbeing Framework focusing on opportunities for early intervention and timely access to low barrier services. Student Wellbeing and Engagement has five broad areas of Complex Case Management, Counselling and Psychological services; early intervention services and cohort initiatives in Student Wellbeing; Student Engagement through Grand Challenges and the provision of a contemporary onboarding experience; and primary prevention initiatives and clinical response to gender-based violence through the Respectful and Safer Communities team.

UWA College is The University of Western Australia’s new pathway college. Designed to prepare international students for success at UWA, students benefit from a tailored learning experience across a range of Foundation and Diploma programs, providing the ideal preparation and a packaged pathway to continue their studies at UWA.

**Reporting structure**

Reports to: Manager, Student Wellbeing

Dotted line report: CELT Centre Manager, Centre for English Language Teaching

**Your role**

As the appointee, you will, under broad direction, work closely with CELT and across Student Life to provide specialist support to students impacted by sexual assault/harassment, or at a perceived risk of harm to self or others, or displaying concerning behaviour and/or experiencing mental health challenges.

**Your key responsibilities**

Assist with the navigation of complex support for students within CELT who have been impacted by sexual assault/harassment, have perceived risk of harm to self or others, display concerning behaviour or are experiencing mental health challenges.

Refer students, and assist CELT staff working with students, as appropriate, for medical, psychological and other forms of assessment and/or treatment within Student Life guidelines.

Liaise with University based services, student nominated emergency contacts, relevant university staff and community agencies as appropriate.

Deliver and evaluate training relevant to the needs of the CELT community as directed.

Facilitate proactive wellbeing skill building, including the provision of advice to CELT staff and student representatives, drawing upon best practice.

Develop and maintain wellbeing networks within and external to the University community which facilitate the work of Student Life.

Participate in clinical supervision, case management review and other activities to ensure best practice.

Maintain appropriate records and prepare relevant reports as required by CELT and University policy, procedures and any relevant legislative frameworks.

Contribute to the development of Student Wellbeing and Engagement resources.

Other duties as directed.

**Your specific work capabilities (selection criteria)**

Relevant tertiary qualification or demonstrated equivalent competency.

Current registration with an associated professional organisation such as Australian Association of Social Workers (AASW), PACFA (Psychotherapy and Counselling Federation of Australia); or ACA (Australian Counselling Association).

Demonstrated relevant experience working with and responding to disclosures of sexual assault/harassment, and family and domestic violence at an appropriate level.

Demonstrated experience in the provision of mental health support including suicide crisis and risk assessment and intervention.

Experience in the delivery of programs, training and initiatives aimed at community education.

Ability to work independently, show initiative, problem solve and work productively as part of a team.

Highly developed written and verbal communication skills, and interpersonal skills specific to consultation, liaison, negotiation, provision of workshops and clinical service delivery.

Highly developed organisational skills with the demonstrated ability to set priorities and to meet deadlines.

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email.

**Compliance**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University’s Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](https://www.hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](https://www.web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [safety.uwa.edu.au/](https://www.safety.uwa.edu.au/)