



Student Wellbeing Officer & Every Family Officer

Base Location:	Herberton SS & Atherton VPG	Region:	Tablelands & Mareeba
Resources:	Work Computer & Work Mobile	Award:	Educational Services (Schools) General Staff Award Wellbeing Services Grade 2-3
Term:	Jan – Dec 2024	Type:	Part Time (0.6-0.8)

About us

VPG is a non-profit organisation that has been improving child and youth transitions in Far North Queensland for over 20 years. With Centres in Cairns, Atherton & Mareeba, we have assisted thousands of young people and families. We seek to empower youth, strengthen families and build the capacity of education, industry and communities through quality partnerships. www.vpginc.com.au [f-everyfamilytablelands](#)

About our values

At VPG our exceptional organisational culture is aligned to our values. You will be part of a team that is **compassionate, generous, inclusive, responsible** and **fun** and we expect you to demonstrate these behaviours throughout your career with us.

About you

Qualifications

- A relevant tertiary qualification in Early Education, Human Services, Youth Work or a related field.

Mandatory Requirements

- Experience in working with children and families.
- A current QLD Driver's License.
- Current Clear Australian Police Check provided prior to commencement.
- Suitability Card for Child Related Employment (Blue Card registration).
- Strong computer competency across Microsoft applications and ability to touch type.

Desirable Skills and Experience

- A high level of cultural awareness.
- Personal qualities of empathy, imagination, innovation, resilience and optimism.
- Excellent interpersonal skills and resolve conflict effectively.
- Well-developed communication, problem solving and interpersonal skills.
- Group facilitation skills.
- Strong reflective practice skills.

About the position

You will work within a dynamic Atherton team across our **two services** including:

1. School Wellbeing Service offers support to school students Prep to Year 7. You will work within a school support team delivering services to children/young people.

[VPG | Compassion | Generosity | Inclusiveness | Responsibility](#)

Key Responsibilities:

- Equip children with skills and knowledge that support learning, positive behaviour and constructive social relationships.
- Deliver social skills programs in response to specific needs.
- Build the capacity of children/young people to engage effectively in learning.
- Contribute to a supportive school environment.
- Engage with families connecting them with information and support services.

2. Every Family Service aims to improve children's wellbeing and development. You will work within the Tablelands team delivering Every Family Services.

Key Responsibilities

- Engage parents in positive parenting activities, increasing knowledge and skills, creating opportunities for behaviour change and increasing social support within communities.
- Equip children with the skills to meet significant life transitions.
- Support communities to improve the wellbeing of children (0-12 years).
- Improve awareness of positive parenting, parenting issues and childhood development.

General Responsibilities

- Support schools & communities to improve the wellbeing of children and young people.
- As directed prepare and deliver activities and programs to develop children/young peoples skills/capabilities.
- Support children/young people to self-motivate, self-navigate and to build networks to develop personal, practical agency and relationship skills.
- Assist to coordinate support for parents and families as required.
- Actively seek and develop working relationships and networks with community stakeholders as part of the VPG information strategy.
- Facilitate access and connection with services that improve psycho-social education & interpersonal skills, work readiness, vocational skills and employment.
- Maintain a participant load, including plans, notes, appointments, placements and other administrative tasks ensuring quality, efficiency and effectiveness in the management of data.
- As directed transport children/young people to assigned activities.
- As directed assist to improve community education in the area of child/youth development and wellbeing and positive parenting.
- Facilitate Groups/Forums/Seminars as required.
- Assist with Playgroups for Families as required.
- Develop and maintain good relationships with families and communities of diverse background, particularly Indigenous Cultures.
- Assist to develop and review a range of written resources for the Every Family information strategy eg. Blog/News articles, delivered via Website, Social Marketing Campaigns, School Newsletters.
- Conduct promotional activities such as displays and information stalls.
- Contribute to the planning, development, delivery and evaluation of the social media projects, delivery of community education and resource development.
- Maintain confidentiality and privacy in all matters relating to staff, participants and

procedures.

- Assist in the preparation and presentation of applications, reports, submissions and recommendations as directed.
- Maintain up-to-date output and outcomes data for all clients as per procedure.

Key Responsibilities – Integrity & Productivity

- Ensure behaviour during all work interactions is aligned to our values of being compassionate, generous, inclusive, responsible and fun.
- Comply with all VPG policies and procedures.
- Actively contribute and participate as a VPG team member across all programs exchanging ideas and information on a regular basis.
- Contribute to the planning, development, delivery and evaluation of the initiative.
- Collaborate with external agencies to provide high quality and appropriate services to targeted populations
- Maintain and develop your professional skills, seeking opportunities to ensure a high level of technical proficiency and personal effectiveness.
- Fulfil other tasks that your manager reasonably asks you to perform.
- Maintain an understanding of all VPG services to confidently communicate with and promote to external stakeholders.
- Understand the nature of risk when undertaking daily duties and the importance of complying with relevant legislation and service standards, reporting any known breaches to their Manager.
- Undertake a range of duties to ensure the smooth running of VPG Centres including but not limited to reception, washing up, emptying rubbish, putting away equipment, checking mail, maintaining vehicles, purchasing supplies.

Applying

All applicants must submit their applications in PDF format, by email to our Senior Business Support Officer, Angela Wienert, angela@vpginc.com.au. You will only be considered by providing the following information in your application:

1. Current resume and cover letter briefly discussing your motivation for applying for the role and how your transferable skills and experience would apply.

Please note that only shortlisted candidates will be contacted regarding their application. Short-listed candidates will need to make themselves available for interviews Monday to Friday during business hours 8:30am – 5pm.