



Chaplain/ Student Welfare Officer Role Description

This document outlines the
Chaplain/Student Welfare Worker Role

***This position is funded through the
National School Chaplaincy and
Student Welfare Program
funded by DEEWR***



Chaplain/Student Welfare Officer – Role Description

SACRED HEART BOOVAL

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School

Sacred Heart School is situated in Booval, with a current enrolment of 615 students. The school has a split campus with Prep - 3 on one side and Years 4 - 7 on the other side of Cothill Road.

The Position

The Chaplain/Student Welfare Worker is a 12 month fixed term contract reviewed annually depending on confirmation of funding. The Chaplain would be employed for 10 hours per week over the 40 week school year. Children or families can complete a referral form to initiate contact with the Chaplain/SWO. These can be located on the School Website or available from the office.

Role

The following role is taken directly from the school's application. Duties include but are not exclusive to:

1. Act as a support person and link between school and home. The Chaplain/SWO would make contact with families of the school community when:
 - families experience sickness
 - families experience hardship
 - families experience financial hardship
 - students suffer from a form of loss
 - issues and concerns are raised about student attendance
2. Basic guidance and support service. The Chaplain/SWO would be available for students, parents and staff to speak with and would offer advice and guidance where appropriate. Chaplain/SWO would monitor and obtain assistance for families under stress.
3. Liaise with Guidance Counsellor and school administration to organise Professional Development for parent community.
4. Offers parenting skills, support and resources. If necessary, they could network with supporting local agencies, both religious and secular.
5. Communicate to the administration of the school and staff about students' wellbeing.
6. Builds and supports partnerships between school and families.
7. Promotes pastoral processes that nurture a culture of; care, inclusion, and wellbeing for students and families within our community.