

# BUC Children, Youth, and Young Adults

## Student House Support Worker

### Position Description

#### February 2018

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<b>Position Title</b>	<b>Student House Support Worker</b>
<b>Location/Congregation</b>	<b>Brunswick Uniting Church, 214 Sydney Road, Brunswick</b>
<b>Terms of Employment</b>	<b>Part Time Limited Tenure Employment</b>
<b>Hours</b>	<b>0.263 FTE – 10 hours per week</b>
<b>Classification</b>	<b>Social and Community Services Employee Level 3 in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010.</b>
<b>Date</b>	<b>February 2018</b>

### Overview

Brunswick Uniting Church ('BUC') is committed to a ministry which includes and involves children and young adults in the mission and life of the church. The BUC committee "Children, Youth, and Young Adults" ('CYA') has oversight of activities and work undertaken in this area.

The "Student House Support Worker" works together with, and at the direction of, the Student House Committee (itself a committee of the CYA) to support the Student House Program of Brunswick Uniting Church. The position is part of the Ministry Team at BUC.

### Key Responsibilities

The Student House Support Worker has responsibilities in a number of key areas, which are separately described below.

#### Student Support

- One on one meetings when appropriate and possible
- Being reasonably available to residents by phone and email
- Fortnightly dinners

#### Fill vacancies in house – end/beginning of year, or as necessary

- Advertise if necessary

- Correspond with applicants
- Set up interviews (two persons)
- Check referees

### **Assist students to manage conflict**

- Problems arising among the residents
- Problems arising from interactions with congregation members

### **Manage student participation in the life of BUC**

- Help guide students to areas/programs of BUC that suit them best
- Follow up on any problems
- Encourage communication

### **Plan, advertise and attend fortnightly dinners**

- Including any content that is thought necessary or helpful

### **Organise and attend overnight retreat**

### **Help coordinate move in/out days**

### **Coordinate and attend regular meetings with Student House Committee**

### **Liaise regularly with the Ministry Team**

- Review and maintain policies and documents describing the policies of the SHP

### **Other reasonable tasks requested by the Student House Committee.**