

# POSITION DESCRIPTION



<b>Position</b>	Access & Wellbeing Case Manager (Enabling)
<b>Level/Classification</b>	HEW0808
<b>Reports to</b>	Manager, Access and Inclusion
<b>Unit</b>	Access, Wellbeing & Equity
<b>Directorate</b>	Chief Experience Office
<b>Positions Supervised</b>	Nil

## Position Purpose

Working within the Murdoch University Access and Inclusion team with guidance from Head of University Preparation Pathways, this role provides dedicated support to students undertaking University Pathway Programs across South Street, Rockingham and Mandurah Campuses. Recognising that many of these students have experienced educational and often social marginalisation and disadvantage, the Access & Wellbeing Case Manager will provide case management and interventions to support students to successfully complete their enabling program and transition to undergraduate study including the provision of Access Plans to enable equitable learning experiences.

## About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Bididi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

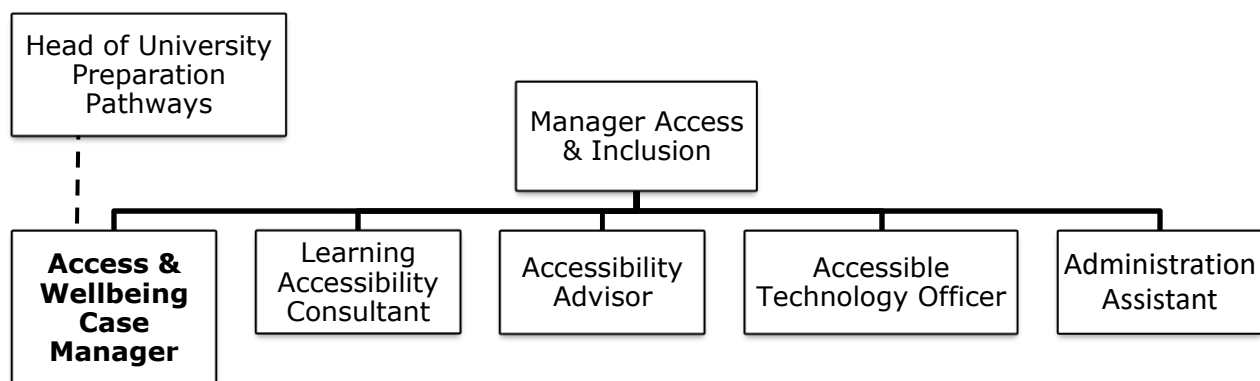
Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

### About the Work Area

Working on the traditional lands of the Wadjuk people of Noongar Nation, the Student Wellbeing Directorate stay true to our mission by promoting student wellbeing and demonstrating a commitment to equity and inclusion. We aim to foster a culture of wellbeing and connection across Murdoch's diverse and inclusive environment driven through our core values: Integrity, Respect and Future focused.

Primarily focused on students, the Directorate delivers services to support student wellbeing, enhance accessibility and inclusion for students with disability and medical conditions and provide training, consultancy and collaboration with our peers across the university community to enhance the student experience and drive success

### Reporting Relationships



### Key Responsibilities/Duties

1. Provide case management support, trauma informed practice, risk assessments, and onward referrals, to enabling pathway students with disability, health conditions and/or other welfare needs, in order to support successful transition to undergraduate study.
2. Create educational access plans that provide individualised support through the recommendation of appropriate and evidence based, reasonable adjustments for students with disability or health conditions, whose needs are not met through UDL initiatives.
3. Build and maintain positive, effective relationships with key internal and external stakeholders to strengthen referral pathways and enhance student support, including the coordination of multi-team/agency case meetings.
4. In collaboration with Head of University Preparation Pathways (UPP), provide consultation and advice for UPP staff in the enabling pathways program in relation to supporting student wellbeing to enable success and transition to undergraduate study.
5. Working with the Manager Access & Inclusion, lead and further develop the mentoring program for neurodiverse students and those with disability or other health conditions.

6. Deliver training, workshops, and awareness activities in collaboration with other Student Wellbeing teams.
7. Maintain accurate records and data in line with University requirements.
8. Engage in supervision and professional development as required to maintain professional standards.
9. Supervise and support student placements within the Student Wellbeing Directorate.
10. Prepare reports, proposals, and presentations relevant to service delivery and development.
11. Lead and contribute to service evaluation and planning, policy development, and quality improvement initiatives, including those supporting diverse and vulnerable groups.
12. Contribute to the development of student wellbeing through cross team collaboration and support as required.
13. Carry out, and assist with, other duties as required.

## **Selection Criteria**

### **Essential**

1. Tertiary qualification in Social Work or other relevant allied health profession and eligibility for registration with the associated registering authority.
2. 4 years' experience in the provision of wellbeing and support services, including experience of assessment, case management and crisis and risk management.
3. Ability to work effectively as an autonomous practitioner, including identification and application of appropriate specialist interventions.
4. Demonstrated experience of providing trauma informed interventions with diverse cohorts such as people with disability, First Nations, culturally and linguistically diverse communities, and people of diverse sexual orientation and gender identity.
5. Demonstrated ability to work effectively within a team and in building relationships with external agencies.
6. Well-developed interpersonal and communication (written and verbal) skills.
7. Demonstrated organisational skills and ability to independently set priorities and meet deadlines.
8. Understanding of relevant guidance, legislation and service models that will contribute to the day-to-day performance of the functions of this position.
9. Demonstrated commitment to equity and inclusion-based practices to promote access people with disability and culturally diverse populations.

### **Desirable**

1. Previous work experience in a Higher Education setting
2. Current "C" class driver's licence

## **Work Requirements**

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Employee Background Checks Procedure.
3. Work across South Street, Rockingham and Mandurah campuses, and ability to travel between these locations
4. Current Working with Children Check WA

5. Ability to work outside of normal office hours when required.

## General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

## Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All staff complete a Career Development Conversation annually to discuss their career aspirations and growth opportunities.

*We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.*