

Position Description



Position Title:	Social Emotional & Well Being Practitioner
Reports to:	Social, Emotional and Well Being (SEWB) Manager
Classification:	Social, Community, Home Care and Disability Services Industry Award 2010
Tenure/Hours of Work:	28 Hours per Week (28 hrs plus 1 hour incentive payment per each day worked)

Background

Kirrae Health Service was established in the 1970's and provides a range of health services, home and community care and centre based activities and programs to members of our community who live at the Framlingham Aboriginal Settlement and in neighbouring areas including Warrnambool, Koroit, Yambuk, Allansford, Princetown and Bushfield.

Our Vision

That we continue to support families as our core cultural base, celebrating our strong family links, gaining cultural, social, emotional and economic well-being within our family units as this will support us to grow as individuals within a strong community.

Mission Statement

The Kirrae Health Service Inc. exists in order to service the physical, mental and emotional health needs of the Framlingham Aboriginal Community in a manner that is effective, culturally sensitive and acceptable to the community.

1. Main Objectives of This Role

Aboriginal and Torres Strait Islander peoples have repeatedly identified the need for culturally specific services that take into account their holistic concepts of health, their spiritual and cultural beliefs and the contexts of their lives.

The main objective of the Social Emotional & Well Being Program Worker is to develop, identify and implement quality and culturally appropriate counselling and advocacy services and healing activities to Aboriginal people within the KHS region, including young people.

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2. Job functions and responsibilities

- Recognise and respond to the impact of past trauma, dispossession, separation of families, ongoing social disadvantage, racism and other historical, social and cultural issues that impact on the SEWB of Aboriginal and Torres Strait Islander individuals, families and communities
- Acknowledge the need for a holistic approach to health to improve the SEWB of Aboriginal and Torres Strait Islander peoples
- Support self-determination
- Work collaboratively with all other KHS programs and services
- Provide outreach services to ensure ease of access for clients
- Ensure client privacy and confidentiality at all times
- Undertake detailed assessment of client needs
- Counsel and support clients specifically in regard to issues of grief, loss and trauma resulting from family removals
- Counsel and support clients in regard to any other issues impacting on their wellbeing
- Provide advocacy for all Kirrae Health Service clients to ensure best possible outcomes
- Facilitate support groups, where required
- Provide support and advocacy at Koori Court
- Provide appropriate referrals to other related or professional support services as required.
- Provide regular promotion of the program
- Develop and maintain working relationships with other SEWB services, schools, KESO's and other services
- Foster networks with relevant Australian Federal and State government and non-government programs and services as required
- Assist our playgroup program in providing parenting and family support
- Other tasks as designated by the SEWB Manager

3. Workplace Occupational Health & Safety (OH&S)

- Comply with occupational health and safety policies and procedures
- Report potential health and safety hazards and risks
- Comply with workplace housekeeping requirements and maintain work space in a clean and tidy state

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4. Continuous Quality Improvement

- Participate in and contribute to continuous quality improvement initiatives and other organisational activities including those to meet all Accreditation Standards
- Play an active role in the KHS Risk Management Framework and meet all risk requirements
- Play an active role in the Kirrae Clinical Governance Framework and meet all clinical governance requirements

Key Performance Indicators

- Provide culturally safe SEWB support and yarning sessions
- Complete client follow-up and check-ins within required timeframes
- Support clients with care plans, referrals, advocacy, and navigation
- Respond promptly to clients experiencing distress and escalate when required
- Complete case notes accurately and within 24 hours
- Maintain confidentiality and privacy at all times
- Ensure client consent is documented and up to date
- Complete risk assessments and safety plans as required
- Attend multidisciplinary team meetings and case discussions
- Communicate effectively with Health, HACC and Elder Care support teams
- Support integrated care between programs (AOD, mental health, Health, HACC, Elder Care)
- Share updates with supervisor and seek guidance where needed
- Attend clinical and cultural supervision regularly
- Participate in training relevant to SEWB, trauma-informed practice, and wellbeing
- Engage in reflective practice to strengthen skills
- Utilise debriefing and support after challenging cases
- Practice healthy workload management and boundary-setting
- Maintain a personal wellbeing and self-care plan

5. Reporting Relationships

Internal

- This position reports to the SEWB Manager
- This position is required to interact with all staff on a regular basis

External

- Community members
- Other service and funding providers

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6. Professional Development

- Participate in meetings, training and in-service education authorised by the Practice Manager
- Participate in staff performance appraisals
- Participate in ongoing professional development
- Participate in regular supervision and debriefing as directed by the SEWB Manager

Minimum Qualifications / Skills Required

At/or within 12 months of commencing employment, the SEWB Program Worker must possess formal tertiary or vocational qualifications to a minimum of a Diploma from a nationally recognised course of study in one of the following fields:

- counselling
- psychology
- social work
- mental health

Understanding of the Family Violence MARAM Framework desirable.

Other Skills

- Good numeracy skills
- Good verbal, listening and written communication skills
- Confidence and ability to interact with a wide range of people
- Able to work neatly and accurately
- Able to complete all tasks in a timely manner
- Good time management skills
- Able to work without supervision
- Attention to detail
- Good presentation and a pleasant manner
- Ability to work collaboratively as a member of a diverse team and in partnership with other agencies
- Skills in advocacy, negotiation and the ability to deal with conflict constructively.
- Sound planning and organisational skills.
- Ability to analyse issues/problems and propose solutions.
- Ability to competently use computing software including knowledge of Microsoft Office

EXPERIENCE:

- Working with Aboriginal people and Aboriginal communities desirable but not mandatory

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KNOWLEDGE:

- Understanding the historical, social and cultural issues that impact on the SEWB of Aboriginal and Torres Strait Islander individuals, families and communities
- Understanding and knowledge of family violence, culturally appropriate healing, grief and loss, trauma-informed and recovery-oriented approaches to improve social and emotional wellbeing of Aboriginal clients
- Understanding and knowledge of the principles and practices of Workplace Participation, Workplace Diversity and Occupational Health & Safety.

ATTITUDE:

- Appreciate, respect and value differences within the Kirrae Health Service staff and the Kirrae Health Service community as a Culturally Diverse and Equal Opportunity Employer
- Contribute to and support positive staff morale.
- Promote and present a positive image of the Kirrae Health Service to other staff, clients and the community in general
- Acknowledge and respect the traditional owners of the land

Other

Employment is subject to a satisfactory Police Check and Working With Children Check

Kirrae Health Service is committed to the health, safety and wellbeing of its staff. Kirrae Health Service and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. Kirrae Health Service expects staff to comply with its policy and procedures which relate to statutory requirements and our ways of working.

I have read and understood the requirements of this role, as outlined in this Position Description.

Name: _____ Signed: _____ Date: _____

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