



Job Description

Job Title	Manager 1 - Wellbeing Hub Intakes
Department/Institute	Outreach Services and Student Affairs
Reporting to	Director
Main Objective	To carry out intake sessions and support students from a social work perspective

1. Hold outreach activities to engage with students.
2. Help and assist students across all levels to develop individual plans to improve their well-being.
3. Carry out intake sessions with clients referred to the Wellbeing Hub services and compiling detailed reports.
4. Advocate for and develop individual plans to improve clients' well-being.
5. Assess and refer students to other services.
6. Observe clients, assess needs and contribute to the creation of adaptive coping strategies.
7. Consult with other professionals, both internally and externally for the development and implementation of individual plans.
8. Contribute to the multidisciplinary approach adopted by the College for the benefit of students.
9. Participate in CPD sessions, supervision and contribute to the team meetings held regularly.
10. Respond in a timely manner to clients in crises situations.
11. Carry out visits where necessary to assess and identify students psychosocial needs.
12. Work with individual students, their families/relatives/guardians and/or groups.



13. Offer support and education for students and staff to help them improve their understanding of the cultural, societal, economical, or other factors that can impact students wellbeing.
14. Undertake research to evaluate the contribution of specific service elements.
15. Ensure that records are well kept including all interventions carried out with students whilst safeguarding confidentiality at all times by abiding to the legal and ethical frameworks.
16. Make use of the information technology systems which may be in operation within MCAST.
17. The list is not exhaustive and management may change or add tasks if and when required and according to the exigencies of MCAST and its subsidiaries.