



POSITION DESCRIPTION

Position title:	School Counsellor
Time fraction	25.5 hours per week/ Fixed term until 23 December 2019
Position holder:	TBC
Position reports to:	Manager, Schools Unit
Program:	School Counselling Program
Location:	Geelong

MISSION - VISION - VALUES

Relationships are at the heart of why CatholicCare exists. We help people to build positive relationships, and repair connections when needed.

CatholicCare works on behalf of the Archdiocese of Melbourne and the Diocese of Sale with a mission to break down the barriers to social inclusion by strengthening families and communities.

Our vision is for a stronger, more resilient and inclusive society – where everyone can reach their potential and enjoy life to the full.

We draw on the principles of Catholic Social Teaching to inspire and direct our endeavours. As an organisation, and as individuals, we value; Dignity, Compassion, Collaboration, Inclusion, and Responsibility.

“I have come so that you may have life and have it to the full”

{John 10:10}

POSITION PURPOSE

The School Counseling Program provides a high quality counseling service to students in designated schools, consistent with the ethos, practices and protocols of CatholicCare, and within the Australian Psychological Society’s and the Psychologists Registration Board of Victoria’s professional guidelines.

The school Counsellor will apply their psychological and educational expertise to assist students, parents and siblings, teachers and school administrators to achieve the most beneficial outcomes for students.

POSITION ACCOUNTABILITIES

NOTE: This position description intends to describe the general nature and level of work related to this role. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not necessarily significant.

KEY RESULT AREA	ACCOUNTABILITY	INDICATORS
Clinical and Therapeutic	Provide on-site counselling to students; recommend and implement interventions that are appropriate and responsive to the needs of students; acknowledge own and other's boundaries of expertise.	Reflective participation in group supervision Feedback from students, parents and teachers and principal
	Involved in decision making processes about individual students (for example, class placement, behavioral management and individual learning plans);	Reflective participation in group supervision Feedback from students, parents and teachers and principal
	Consults and liaises with staff and parents as appropriate regarding individual students.	Reflective participation in group supervision Feedback from students, parents and teachers and principal
	Conducts small group and classroom programs addressing a range of issues as required.	Programs delivered as needed
	Researches interventions and strategies for use with students, parents and school staff	Up to date knowledge of evidenced based practices
	Administers (by appointment) cognitive assessments, providing a written report with recommendations and scheduled feedback sessions with parents and school staff.	Assessment and reporting completed when required
Liaison, Advocacy and Consultation	Regular active and reflective participation in group supervision	Attendance and participation in group supervision
	Co-operates in and facilitates discussion of the professional issues within the school and the school system to ensure best outcomes for students.	Reflective participation in group supervision Feedback from students, parents and teachers

KEY RESULT AREA	ACCOUNTABILITY	INDICATORS
	Refers students and/or families to other services within CatholicCare, or to outside agencies as required	Satisfactory management of case load
	Provides or out-sources professional development or parent programs to school staff as requested;	Programs delivered as needed
	Participates in Program Support Group and Student Welfare Support Group meetings where appropriate;	Participates as requested
	Networks and liaises with other local service providers in order to maintain strong links and to gain knowledge of potential referral sources for clients.	Uses network knowledge as required.
Administrative	Organisation of the referral procedures within the School.	Efficient management of waiting list and referrals.
	Use of Penelope client file management system to create client files, record required demographic information, enter all services provided and keep client notes.	Meets file audit requirements.
	Management of appointment and session schedules for students, parents, teachers, SWSG, and other members of the school community.	Meets school requirements and logs services provided on Penelope
Compliance and reporting	Adheres to relevant legal requirements including: Family Law Act; Mandatory Reporting requirements; Freedom of Information legislation; Anti-Discrimination legislation; Australian Psychological Society standards, guidelines and ethics; Psychologists' Registration Board of Victoria guidelines and ethics; Children's and Young Person's Act; Health Records Act; Privacy Act.	Knowledge of and compliance with relevant legal requirements
	Follows CatholicCare standards and policy requirements	Knowledge of and compliance with CatholicCare standards and policy
Quality & planning	Actively promote and undertake quality improvement activities and attend appropriate Professional Development opportunities provided by CatholicCare.	Maintain and develop personal knowledge in area of expertise
	Ensure a culture mindful of risk management, health & safety at all times	Compliance with CatholicCare's Risk Management & OH&S policies, procedures & legislative requirements

KEY RESULT AREA	ACCOUNTABILITY	INDICATORS
	Attend team meetings and supervision regularly	Regular attendance
Accountability	Accountable to the School Principal for operational aspects of the service while on-site at schools.	Feedback from principal.
	Work autonomously for administration of the school counselling program in school and accountable to Manager of the School Counselling Program	
Other duties	Other duties, consistent with the position, as required and directed	

KEY SELECTION CRITERIA

Qualifications

- Recognised tertiary qualification in Psychology, Social Work or Counselling. Eligibility for membership of A.P.S. or A.A.S.W.

Experience

- Experience in child, adolescent and family assessment and counselling
- Experience in developing, running and evaluating educational and therapeutic groups
- Experience in providing secondary consultations
- Experience working in a school setting

Competencies

- Counselling skills
- Understanding of relevant theoretical frameworks and intervention strategies
- Knowledge and skills in psychological testing.

Personal qualities and attributes

- Demonstrated capacity to network with others both inside and outside of the school community
- Good written and verbal communication skills.
- Demonstrated capacity to actively seek out opportunities for personal and professional development.
- Capacity to work independently.
- Ability to work effectively in, and contribute to, a positive and productive team environment
- Commitment to the values of CatholicCare

Other requirements

- A Victorian Driver License.
- A current Australia Wide Police Check
- A current Police Check assessment, and International Police check (if you have lived overseas for 12 months continuously in the past 10 years).
- A current Working with Children Card

JOB SCOPE

Roles reporting to this position:	none
Key stakeholders – internal:	<ul style="list-style-type: none">• Catholic Care School Counselling Program team
Key stakeholders – external:	<ul style="list-style-type: none">• Schools including students, staff and parents
Budgetary accountability:	none
Confidentiality of information:	<ul style="list-style-type: none">• High level of confidentiality

JOB CONDITIONS

Conditions of Employment are in accordance with the Centacare Catholic Family Services (CCFS) Employment Agreement 2008. CCFS changed its name to CatholicCare on 4 April 2011, but the Centacare Catholic Family Services Employment Agreement 2008 endures until it is re-negotiated and updated.

CatholicCare has Public Benevolent Institution tax status; our employees can reduce their taxable income through salary packaging and thereby increase their take-home salary.

All staff employed by CatholicCare are expected to perform their work in a manner consistent with the mission and practice framework of the organisation.

There may be occasions when overtime is necessary to complete tasks; however, this is not the norm.

SIGNATURES

Employee:	Date:
Senior Manager/Director:	Date:
Director Human Resources:	Date: