



## POSITION DESCRIPTION

Position title:	Team Leader School Counselling Program
Time fraction	Fixed Term
Position holder:	
Position reports to:	Angela Gorman-Alesi
Program:	School Counselling Program
Location:	East Melbourne

### 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 team leader provides leadership as part of the management team of the School Counselling Program and facilitates supervision for CatholicCare school counselors and tertiary students on placement with CatholicCare in schools.

## 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
<b>Leadership</b>	Respond to and manage team issues and intern and staff requests for support.	Feedback from schools, students and staff.
	Facilitate group supervision of team counsellors and assist to create a team culture that promotes on-going learning and continuous improvement.	Feedback from schools and staff.
	Undertake supervision of tertiary students (interns).	Intern supervision requirements are met.
	Assist to prepare, facilitate and attend team meetings of the Schools Counselling Program.	Regular meetings are held and information is successfully communicated.
	Attend supervision of supervisors and team leadership meetings.	Regular participation.
	Participate in personal performance review and facilitate team members' performance reviews.	Yearly performance reviews completed.
<b>Clinical and Therapeutic</b>	Provide regular supervision to counselling staff and interns; facilitate growth and development of new skills: when necessary recommend actions and interventions that are appropriate and responsive to the needs of students; acknowledge own and other's boundaries of expertise.	Reflective facilitation of group supervision. Feedback from interns and counselling staff.
	Support counselling staff and interns to respond to matters of clinical urgency.	Respond to calls for urgent consultation.
	Supervise cognitive assessments, reviewing written reports and overseeing process.	Assessment and reporting completed as required. Feedback from parents, teachers and principals.

<b>Liaison, Advocacy and Consultation</b>	Liaise with key stake holders to meet the CatholicCare’s mission, vision and values; Provide information and consult with CatholicCare Leadership, Finance, Human Resources, Payroll, Learning and Development, Penelope Team.	Meet requests for information and initiate sharing of information.
	Consult with new schools and requests for services.	Ongoing building of School Counselling Program.
<b>Administrative</b>	Assist to recruit, select and induct staff and manage school requests for contracts.	School counseling grid up to date and school positions filled.
	Respond to needs of schools and staff to maintain and improve operation/administration processes.	Feedback from Staff and Schools.
	Supervise 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.
<b>Compliance and reporting</b>	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.
	Follow CatholicCare standards and policy requirements.	Knowledge of and compliance with CatholicCare standards and policy.
<b>Quality &amp; planning</b>	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.
<b>Accountability</b>	Accountable to the Manager for all aspects of the service.	As per the duties outlined in the school counselling manual.
<b>Other duties</b>	Other duties, consistent with the position, as required and directed.	As needed by the Manger and outlined in the School Counselling Manual.

## **KEY SELECTION CRITERIA**

### **Qualifications**

- Recognised tertiary qualification in Psychology. Eligibility for membership of A.P.S. or A.A.S.W.
- Registration as a board approved supervisor.

### **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

### **Competencies**

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

### **Personal qualities and attributes**

- Organizational, planning and processes
- Leadership skills.
- 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 Licence.
- 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"><li>• Catholic Care School Counselling Program team</li></ul>
Key stakeholders – external:	<ul style="list-style-type: none"><li>• Schools including students, staff and parents</li></ul>
Budgetary accountability:	none
Confidentiality of information:	<ul style="list-style-type: none"><li>• High level of confidentiality</li></ul>

## 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: