



POSITION DESCRIPTION

POSITION: Counsellor

STATUS: Part- time/Term-time
12 hours per week during Term

Liaison/Contact Person: Deputy Principal Spiritual & Pastoral

DATE: December 2020

CLASSIFICATION: Counsellor (without Teacher Qualification)

Purpose of Position:

Counselling at St Ursula's College is offered to support individual students to develop their capacity to deal with issues arising in their lives and provide group programs to enhance their overall level of well-being. Counselling is case managed within the context of the whole school community, involving staff and parents as required.

Key Characteristics:

These include the ability to:

- Facilitate effective communication with staff, students, parents and visitors in a way that upholds the dignity of the individual, enhances the school image and contributes to the Mission of the College
- Demonstrated experience in the delivery of wellbeing support with skills in the areas of crisis intervention, counselling, assessment, referral and provision of early intervention and well-being programs.
- Understand current service delivery models at the College and to work within such frameworks
- Demonstrate a capacity for tact and discretion, and an ability to maintain confidentiality.
- Demonstrate a capacity for self-directed development, direction and an ability to respond and adapt to changing needs within the student community
- Operate flexibly, efficiently and effectively in an environment which is often demanding and busy.
- Demonstrate well developed interpersonal skills along with written and verbal skills, including the ability to prepare documents for case management and court purposes.
- Participate in, and contribute to, staff development within the College setting.
- Apply a broad range of professional skills and competencies involving responses to complex and specialised situations
- Communicate clearly and effectively to create healthy and respectful working relationships with students, staff and parents
- Demonstrate significant discretion and professional judgement in the planning, design, co-ordination and delivery of services, operations and processes for self and/or others in school community.

Supervision of Employees Work:

Work is usually measured in terms of the achievement of stated objectives to agreed standards

May involve a level of autonomy in accordance with a broad plan

Guidance is always close at hand

Supervision of Others:

Generally, no supervisory responsibilities, although more experienced employees may assist new employees by providing guidance and advice.

Qualifications:

Minimum requirement is a relevant formal qualification at degree level in the area of Social Work or Psychology or an equivalent qualification relevant to the position.

Preferred: Formal degree in Social Work or Psychology along with extensive experience in the delivery of counselling services using appropriate therapeutic approaches.

Typical Duties:

Typical duties performed may include, but are not limited to:

- Providing individual and group counselling services to students
- Providing case management for students and their families on a range of issues (family, peers, school/study)
- Operating as part of the College educational team and provide services which are negotiated with and authorised by the College Principal in support of both the Mission of the College and the goals of the College Strategic Plan
- Utilising professional counselling skills to address the relevant educational, personal, vocational and social needs of students within the school setting.
- Recognizing the characteristics of students at risk or in crisis, offering preventative and early intervention strategies, and/or referral to specialist services where required.
- Advising relevant Leadership Team members of necessary support and intervention strategies for individual students, where permission to do so has been granted by the student (client). This consent can only be dispensable if the client is believed to be at risk.
- Liaising with the Principal, Deputy Principal (Spiritual & Pastoral), Heads of School, staff and parents/carers where appropriate or necessary
- Working under the professional supervision of the Principal on issues of student mental health or student protection.
- Offering a referral service for students utilizing community-based services as required. For Boarders, this service will need to be in consultation with the Deputy Principal (Spiritual & Pastoral), Head of Boarding and School Nurse, so that arrangements may be facilitated.
- Collecting and recording of confidential information involved with case management of students

Specific Duties:

Consultation

- Providing advice and support to members of the Leadership Team and staff in addressing matters related to student wellbeing when permission has been given by the student.
- Where appropriate, and where permission has been gained from the student, offering recommendations which would support students' emotional, social and/or mental well-being.
- Providing advice to the Leadership Team regarding the College's accountability for student welfare and assisting in the documentation of relevant procedures.
- Consultation/involvement where appropriate in restorative practice processes.

Education

- Providing educational programs for students that facilitate healthy social and emotional growth.
- Providing and/or promoting access to relevant educational programs for staff and parents that support their own personal and social growth, as well as promoting this in students.
- Participate in own ongoing professional development relevant to the role.

Co-ordination

- Coordinating the provision of counselling services to students.
- Coordinating information about services available in the community and providing procedures, in consultation and the Leadership Team members, for access to these services.
- Participation in meetings with Deputy Principal (Spiritual & Pastoral) and regular liaison with Wellbeing team members as required for student wellbeing
- Engagement in the goal setting process with Deputy Principal Spiritual and Pastoral
- Where a mandatory referral (student identified as at risk) has been made to the Counsellor, the Principal/Deputy Principal Spiritual & Pastoral is automatically notified.

Professional Supervision

- Participate in regular, ongoing structured Supervision with nominated Supervisor
- Use of self-evaluation techniques and openness to constructive feedback in Supervision process

General Terms of Appointment:

- Be supportive of the Catholic ethos of the school.
- Support the Strategic Plan and the School Improvement Plan.
- Take full responsibility for compliance with the Staff Code of Conduct.
- Take full responsibility for compliance with all school policies and procedures.
- Possess and maintain a current positive notice blue card for child related employment.
- Comply with all requirements of St Ursula's College Student Protection Policy and Procedures.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at her discretion, in order to most effectively, serve the needs of the College.