

## POSITION DESCRIPTION

### School Counsellor

<b>DIVISION or PROGRAM:</b>	Relationship and Counselling	<b>AWARD AND LEVEL (if applicable):</b>	SCHCDS Level 4
<b>DATE OF APPROVAL:</b>	February 2019	<b>APPROVED BY (Position Title):</b>	Executive Manager

## PURPOSE OF THE POSITION

The School Counsellor is required to support students experiencing social/emotional difficulties that are impacting on their learning. The counsellor provides direct support to students at risk, advice to principals and teachers, work with families and referral to and liaison with external agencies. The counsellor works under the direction of the Senior Manager and in collaboration with Principal. This role is conducted in accordance with the CatholicCare's Mission, Vision and Values and its Code of Ethics and Conduct, within the frameworks of Sydney Catholic Schools.

## KEY ACCOUNTABILITIES

- Perform the duties of the role in accordance with CatholicCare's Mission, Vision and Guiding Principles
- Deliver counselling support services and appropriate referral for students and families who meet the criteria for counselling
- Assist appropriate school personnel to develop criteria and structures for identification and intervention with students deemed to be "at risk"
- Participate in Critical Incident Responses as required by the Team Leader or Senior Manager
- Meet on a regular basis with the School Principal or delegate to facilitate exchange of information in relation to ensuring best practice counselling and support for students
- Complete all documentation and administrative tasks required including managing case files and data collection
- Design and deliver workshops and other programs for students, parents and staff according to identified need and with approval from the Senior Manager and Principal
- Prepare for and actively engage in supervision with a CatholicCare supervisor as nominated by the Senior Manager
- Contribute to the School Community by attending relevant School events and other activities as agreed with the Principal and Senior Manager
- Other duties as directed from time to time.

## KEY COMMUNICATIONS

This role works closely with:

- Senior Manager/Team Leader/Clinical Supervisor – receiving supervision, guidance and direction
- Principal and Delegates – providing support and expert advice on student well-being matters
- Sydney Catholic Schools wellbeing Teams
- Students and their families - providing counselling support and education to enhance emotional and educational well-being

## KNOWLEDGE, SKILLS, QUALIFICATIONS AND EXPERIENCE (Selection Criteria)

1.	Ability to undertake the duties of the role in accordance with CatholicCare's Mission, Vision and Values
2.	Current registration with PsyBA (Psychology Board of Australia; membership of AASW (Australian Association of Social Workers) or clinical membership of PACFA (Psychotherapy and Counselling Federation of Australia)
3.	Demonstrated knowledge of current Child Protection Legislation.
4.	Experience and skills in providing counselling services addressing emotional and/or behavioural needs to children and adolescents, and their families, and to At-Risk students.
5.	Demonstrated knowledge of child and adolescent development and mental health issues as they impact on students.
6.	Demonstrated ability to work collaboratively within a team environment and to engage with multiple stakeholders.
7.	Demonstrated experience in working with culturally and linguistically diverse clients.
8.	Experience in delivery of group work and presentations, including small group programs to students and the capacity to develop and deliver social and emotional education to staff and parents.
9.	Well developed interpersonal and communications skills and a willingness and capacity to take initiative.
10.	Ability to work independently and to manage a counselling caseload.
11.	Valid Working with Children Check
12.	A current NSW driver's licence and use of a comprehensively insured motor vehicle.

\* CatholicCare reserves the right to vary this position description in response to its changing needs.